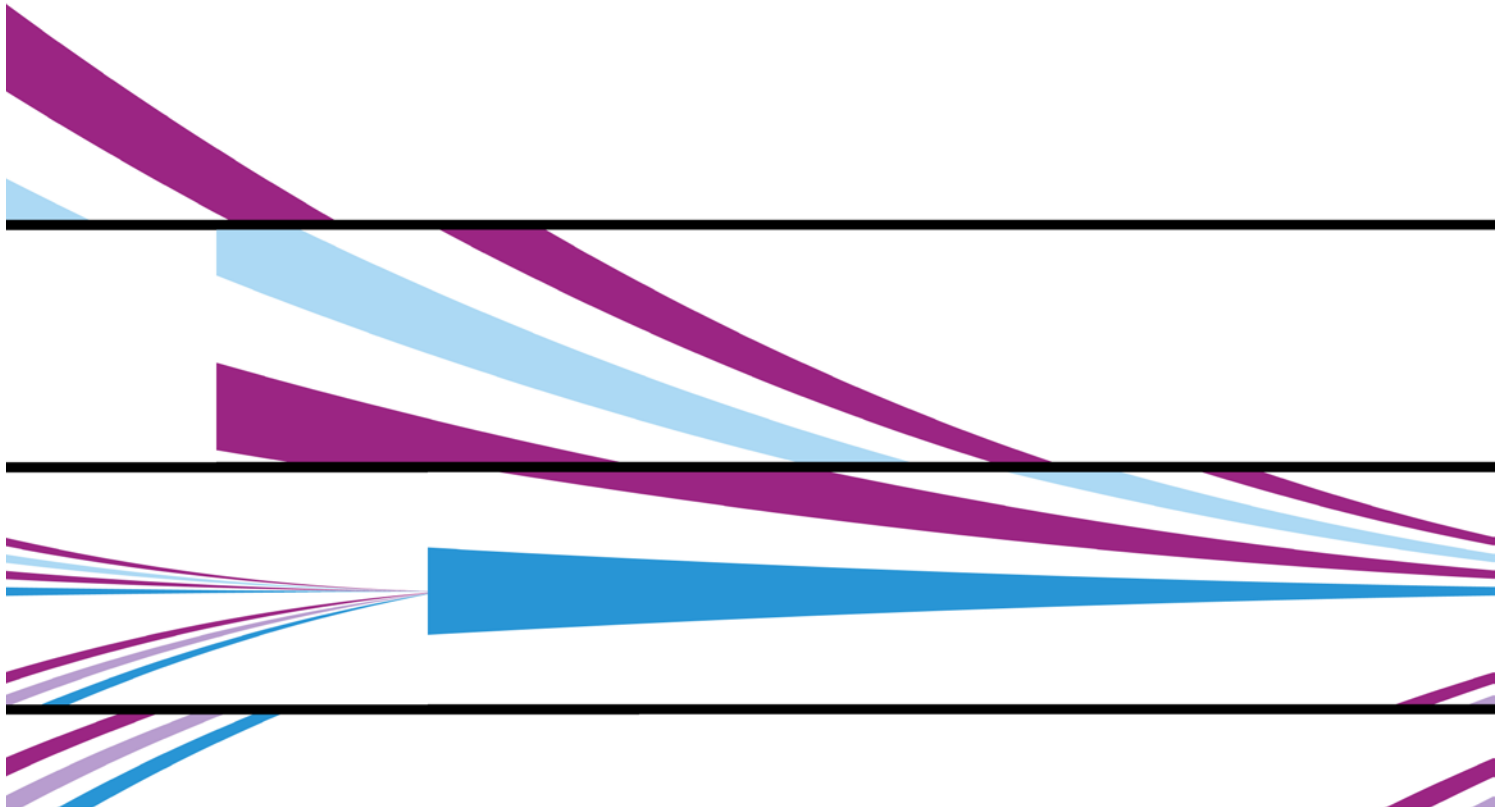


Motor Fuel Electronic Tax Filing System

Taxpayer User Guide

Commonwealth of Kentucky
Department of Revenue

November 2013



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Introduction

The Kentucky Motor Fuel Electronic Tax Filing System is a Motor Fuel Audit Compliance System designed to significantly reduce tax-filing errors, provide the tools required to reduce or eliminate tax avoidance and improve customer service by streamlining tax return processing through electronic filing. Reporting errors are reduced and compliance is enhanced – providing significant increases in the state’s motor fuel tax revenues.

The newly-designed iteration of this tax filing system offers highly intuitive, user friendly screens and streamlined functionality that will make all of the tax filing functions required straightforward and easy to manage.

Signing In

Internet access is required to sign in to the Kentucky Motor Fuel Electronic Tax Filing System. Microsoft Internet Explorer web browser – Version 8.0 or greater is suggested at this time although the system is designed to function on most major web browsers. The access URL is: <https://ft.mvs-services.com/ky/tracking/>. To perform any processing on the system, each user must sign in with a unique user ID and password.

Note: Both the user ID and password should remain confidential between the user and the jurisdiction's systems administrator to maintain security and confidentiality of information.

Sign In View

To log on to the Kentucky Motor Fuel Electronic Tax Filing System:

1. Enter User ID in designated field (1 below).
2. Enter Password in designated field (2 below).
3. Click **Sign On** (3 below).

The screenshot shows a web browser window with the following content:

- Address bar: <https://ft.mvs-services.com/ky/tracking/>
- Page Header: Kentucky Department of Revenue logo and text: "Commonwealth of Kentucky", "Department of Revenue", "Motor Fuel Electronic Tax Filing System".
- Section: "Sign in"
- Form Fields:
 - User ID: Input field with a blue circle "1" above it and the text "User ID Required" below it.
 - Password: Input field with a blue circle "2" above it.
 - Sign in: A blue button with the text "Sign in" and a blue circle "3" to its right.

Returns & Claims

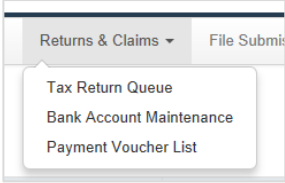
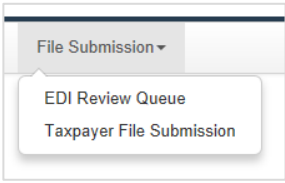
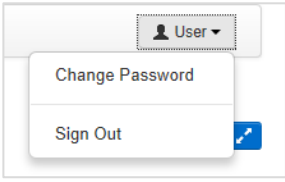
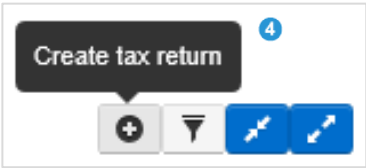


Tax Return Queue

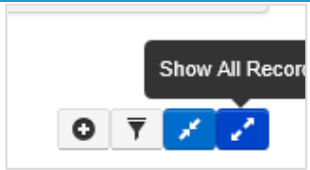
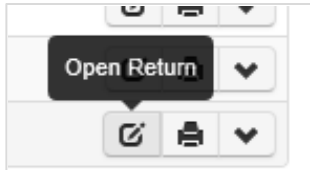
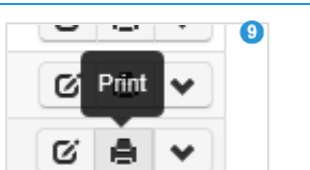
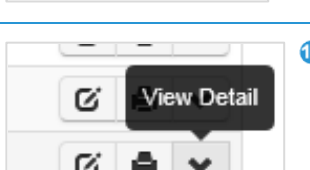
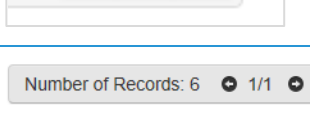
The **Tax Return Queue** is the first screen (landing page) seen after successful log in to the Motor Fuel Electronic Tax Filing system if the user's system access allows viewing and/or creating returns. The landing page will differ depending on the user's access. From this screen all processes and functions of the system can be accessed. The **Tax Return Queue** displays all of the tax returns related to user's account.

Features of the Tax Return Queue

The screenshot shows the 'Tax Return Queue' interface. At the top, there is a header with the Kentucky Department of Revenue logo and the text 'Commonwealth of Kentucky Department of Revenue Motor Fuel Electronic Tax Filing System'. Below the header is a navigation bar with 'Returns & Claims' and 'File Submission' menus. A user profile dropdown is visible on the right. The main area contains a table with columns for Tracking ID, Company Name, License, Location, Tax Type, Period, Return Type, Sequence, Status, and Action. Below the table is a pagination control showing 'Number of Records: 6' and '1/1'. Numbered callouts (1-21) point to various UI elements: 1 and 2 point to navigation menus; 3 points to the user profile; 4-7 point to table action icons; 8-10 point to the bottom right corner; 11 points to the pagination control; 12-20 point to the table headers.

Tracking ID	Company Name	License	Location	Tax Type	Period	Return Type	Sequence	Status	Action
00180268001	GRIMM OIL COMPANY	51065	00	EP	2010-09	Original	1	Billed	[Action Icons]
00180267001	GRIMM OIL COMPANY	1956	00	GD	2010-09	Original	1	Billed	[Action Icons]
00180272001	GRIMM OIL COMPANY	51065	00	EP	2009-02	Original	1	Incomplete	[Action Icons]
00180271001	GRIMM OIL COMPANY	1956	00	GD	2009-02	Original	1	Incomplete	[Action Icons]
00180270001	GRIMM OIL COMPANY	51065	00	EP	2009-01	Original	1	Credit Processed	[Action Icons]
00180269001	GRIMM OIL COMPANY	1956	00	GD	2009-01	Original	1	Credit Processed	[Action Icons]

Elements	
Element	Description
Returns & Claims Menu ¹	<p>Click the pull down menu arrow to reveal the menu of available options for returns and claims that system user-level security allows. If this menu option is unavailable but should be, user security settings will have to be adjusted by the State.</p> 
File Submission ²	<p>Click the pull down menu arrow to reveal the menu of available options for file submission that the system user-level security allows. If this menu option is unavailable but should be, user security settings will have to be adjusted by the State.</p> 
User ³	<p>Click the pull down menu arrow to reveal the menu of available options for user activities.</p> 
	<p>Click the Create Tax Return icon (shown here with roll over text present) to proceed to Account Selection. (See the Account Selection section below for more information.)</p>
	<p>Click the Filter icon (shown here with roll over text present) to open the filter pane, revealing additional filtering options. (See the Filter Pane section below for more information.)</p>
	<p>Click the Show Page icon (shown here with roll over text present) to show 10 records on the screen.</p>

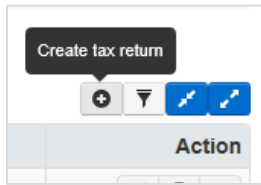
Elements	
Element	Description
	Click the Show All Records icon (shown here with roll over text present) to show all records available.
	Action Icons: Click the Open Return icon (shown here with roll over text present) to open the selected tax return. See more detailed information below.
	Action Icons: Click the Print icon (shown here with roll over text present) to print selected tax return.
	Action Icons: Click the View Detail icon (shown here with roll over text present) to view general tax return information.
	Indicates the total number of records for the selected account as well as the page currently displayed/total number of pages available for display.

	Option
Tracking ID ¹²	Auto-filled with the system-assigned identification number. This number is used to locate the filing as it progresses through the system.
Company Name ¹³	Auto-filled with the legal name for the selected account.
License ¹⁴	Auto-filled with the license number for the selected account.
Location ¹⁵	Auto-filled with the filing location for the selected account.
Tax Type ¹⁶	Auto-filled with the license type code of the selected return.
Period ¹⁷	Auto-filled with the tax reporting period for the selected return.
Return Type ¹⁸	Auto-filled with either original or amendment for the selected return.
Sequence ¹⁹	Auto-filled with a number used to show the order in which the filings were received.

Action	
Status ²⁰	Auto-filled with the current filing status of the selected return.
Action ²¹	This column contains action icons (⁸ , ⁹ , and ¹⁰ above) that allow opening the filing, printing a soft or hard copy for the filing, and viewing of general filing information.

Create a Return

To create a return, click the **Create tax return** icon on the **Tax Return Queue**.



This will advance the user to the **Account Selection** screen. To step through creation of a tax return:

1. Click the pull down menu arrow next to the field for **Tax Type | License | Location | Status**.

 A screenshot of a dropdown menu. The label above the menu is "Tax Type | License | Location | Status:". The menu is currently closed, showing a small downward arrow icon on the right side of the input field.

2. Select the desired tax type and license for the return being created.

 A screenshot of the same dropdown menu, but now it is open. The label above is "Tax Type | License | Location | Status:". The menu is open, showing a list of options: "Gasoline Dealers | 1956 | 00 | ACTIVE", "Liquid Petroleum Gas Dealers | 20550 | 00 | ACTIVE", and "Special Fuels Dealers | 12139 | 00 | ACTIVE". The first option is highlighted with a blue background.

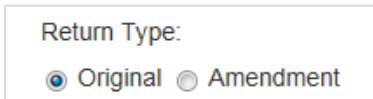
3. Click the pull down menu arrow next to the field for **Return Period**.

 A screenshot of a dropdown menu. The label above the menu is "Return Period:". The menu is currently closed, showing a small downward arrow icon on the right side of the input field.

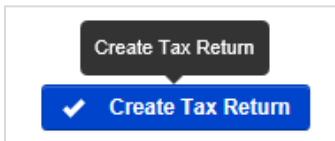
4. Select the desired tax return period.



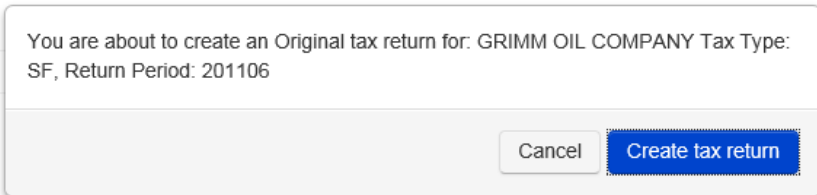
5. Select a Return Type by clicking the radio button for either **Original** or **Amendment**.



6. Click **Create Tax Return**.



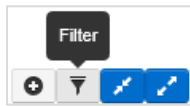
7. A confirmation window will appear. Click **Cancel** to cancel the operation. Click **Create tax return** to complete creation of tax return.



Note: The tax types GD, SF and EP are connected. If you have a GD/EP license combination, a SF/EP license combination, or a GD/SF/EP license combination, the GD and/or SF filings must be signed prior to submitting the EP filing. When the EP filing is signed the payment process automatically follows and must be completed in order to file the returns with the Kentucky DOR. Tax types LP, TR, and TO are independent of each other and the GD/SF/EP combination. When they are submitted they move forward in the processing.

Filter

Click the **Filter** icon to reveal a window that will allow user to filter by any of the parameters shown.

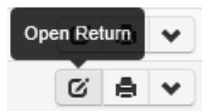


Filter parameters for **Tax Return Queue**: Tracking ID **1**, Tax Type **2**, Period **3**, Return Type **4**, and Status **5**.

A horizontal filter bar with five input fields. From left to right: "Tracking ID:" with a blue circle 1, "Tax Type:" with a blue circle 2, "Period:" with a blue circle 3, "Return Type:" with a blue circle 4, and "Status:" with a blue circle 5.

Open Return

Click the **Open Return** icon in the **Actions** column to open the selected tax return to view the selected tax return.

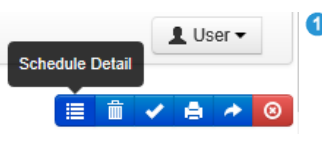
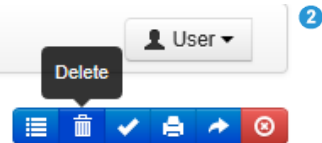
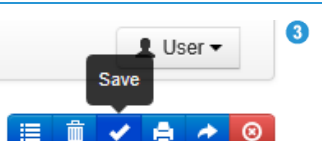
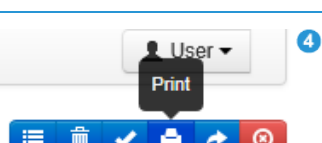
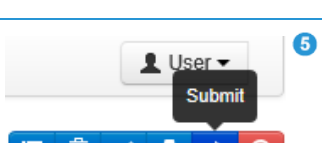
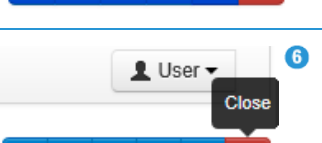


Tax Return Features

All Tax Types Return Information

A sample tax return is shown below. Icons and information displayed in the header portion on returns for all types of taxes are shown in the table that follows the illustration. Please note that different returns may include different combinations of icons.

A screenshot of a tax return form for the Commonwealth of Kentucky, Department of Revenue, Motor Fuel Electronic Tax Filing System. The form is for Gasoline Dealers. It includes a header with the Kentucky logo and system name. Below the header is a navigation bar with "Returns & Claims" and "File Submission". The main form area contains several input fields with labels and values, each with a blue circle number: Company Name (7), TIN (8), License (9), Location (10), Tax Type (11), Year-Month (12), Filing Tracking ID (13), Return Type (14), Access (15), Postmark Date (16), Status (17), and Return Seq (18). A toolbar with icons 1 through 6 is located above the form fields.

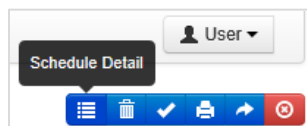
Tax Return Features	
Icon	Description/Function
	Click the Schedule Detail icon to create schedule detail for the tax return just created. (See detailed information below on creating schedule detail to accompany the tax return just created.)
	Click the Delete icon to delete the tax return just created.
	Click the Save icon to save the tax return just created.
	Click the Print icon to print the tax return just created.
	Click the Submit icon to submit the tax return just created.
	Click the Close icon to close the tax return just created and return to the Tax Return Queue .
<p>Note: Different tax returns and tax types may display different combinations of icons depending on particular situations.</p>	

Fields	
Field	Description
Company Name ⁷	Displays the company name of the selected account
TIN ⁸	Displays the Taxpayer Identification Number of the selected account
License ⁹	Displays the license number for the selected account
Location ¹⁰	Displays the location for the selected account
Tax Type ¹¹	Displays the tax type for the selected return
Year-Month ¹²	Displays the year and month of the return period for which the selected return was filed
Filing Tracking ID ¹³	Displays the system-assigned filing identification

Fields	
Field	Description
	number
Return Type ¹⁴	Displays the return type for the selected return
Access ¹⁵	Displays the access level for the selected return
Postmark Date ¹⁶	Displays the postmark date for the selected return
Status ¹⁷	Displays the status of the selected return
Return Seq ¹⁸	Displays the position of the selected return

Schedule Detail Information

Click the **Schedule Detail** icon selected tax return to proceed to the **Schedule Detail List**. From the **Schedule Detail List** new schedule details can be added; schedule details also can be copied and/or printed.



Schedule Detail List Information

Commonwealth of Kentucky
Department of Revenue
Motor Fuel Electronic Tax Filing System

Returns & Claims | File Submission | User

1 Company Name: GRIMM OIL COMPANY

2 TIN: 123123122

3 Tax Type: GD

4 License: 1956

5 Location: 00

6 Return Period: 2013-10

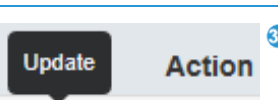
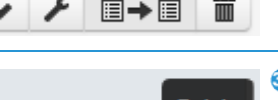
7 Tax Return Status: Incomplete

8 Seq: 9 Schd: 10 Fuel: 11 Buyer / Seller Name: 12 Carrier Name: 13 BOL Date: 14 Bill of Lading: 15 Net Gallons:

16 Seq	17 Schd	18 Fuel	19 Buyer / Seller Name	20 Carrier Name	21 BOL Date	22 Bill of Lading	23 Net Gallons	24 Gross Gallons	25 Billed Gallons	26 Update Indicator	Action
1	1	125	SHELL OIL PRODUCTS US	LEWIS TRANSPORT, INC.	02/05/2013	497889	1,707	1,700	1,707		27 28 29 30 31 32
1	1	125	SHELL OIL PRODUCTS US	HOSKINS OIL CO	02/07/2013	498180	1,002	1,000	1,002		33 34 35 36
1	1	125	SHELL OIL PRODUCTS US	HOSKINS OIL CO	02/08/2013	498332	1,298	1,300	1,298		
1	1	125	SHELL OIL PRODUCTS US	LEWIS TRANSPORT, INC.	02/10/2013	498651	1,041	1,050	1,041		
1	1	125	SHELL OIL PRODUCTS US	HOSKINS OIL CO	02/11/2013	498716	1,199	1,200	1,199		
1	1	125	SHELL OIL PRODUCTS US	HOSKINS OIL CO	02/13/2013	499033	1,000	1,000	1,000		
1	1	125	SHELL OIL PRODUCTS US	HOSKINS OIL CO	02/16/2013	499373	999	1,000	999		
1	1	125	SHELL OIL PRODUCTS US	LEWIS TRANSPORT, INC.	02/17/2013	499485	1,098	1,100	1,098		
1	1	125	SHELL OIL PRODUCTS US	HOSKINS OIL CO	02/17/2013	499486	1,098	1,100	1,098		
1	1	125	SHELL OIL PRODUCTS US	LEWIS TRANSPORT, INC.	02/18/2013	499606	1,050	1,050	1,050		
Total Gallons:							256,820	256,699	256,820		

Number of Records: 129 | 1/13 | 37

Schedule Detail List Information -- Fields	
Fields	Description
Company Name ¹	Displays the company name of the selected account
TIN ²	Displays the Taxpayer Identification Number of the selected account
Tax Type ³	Displays the tax type for the selected account
License ⁴	Displays the license number for the selected account
Location ⁵	Displays the location for the selected return
Return Period ⁶	Displays the year and month of the return period for which the selected return was filed
Tax Return Status ⁷	Displays the status of the selected return
Filter Fields The following fields are revealed only when the Filter icon (² above) is clicked. One or more of these fields may be completed to perform filter. Once the desired field(s) have been filled in, press the <Enter> key on the keyboard to perform filter operation.	
Seq ⁸	Enter the position of the tax return on which to filter results
Schd ⁹	Enter the schedule on which to filter results
Fuel ¹⁰	Enter the fuel type on which to filter results
Buyer / Seller Name ¹¹	Enter the buyer or seller name on which to filter results
Carrier Name ¹²	Enter the name of the carrier on which to filter results
BOL Date ¹³	Enter the bill of lading date on which to filter results
Bill of Lading ¹⁴	Enter the number of the bill of lading on which to filter results
Net Gallons ¹⁵	Enter the number of net gallons on which to filter results
Results Fields	
Seq ¹⁶	Displays the position of the displayed return
Sched ¹⁷	Displays the number of the user-selected schedule.
Fuel ¹⁸	Displays the fuel type
Buyer/Seller Name ¹⁹	Displays the name of the buyer or the seller
Carrier Name ²⁰	Displays the carrier name
BOL Date ²¹	Displays the date of the bill of lading
Bill of Lading ²²	Displays the bill of lading number
Net Gallons ²³	Displays net gallons reported
Gross Gallons ²⁴	Displays gross gallons reported
Billed Gallons ²⁵	Displays billed gallons reported
Update Indicator ²⁶	Displays the update indicator

Schedule Detail List Information -- Icons	
Icon	Description/Function
	Click the Add icon to create new schedule detail. (See more detailed information below.)
	Click the Filter icon to toggle the filter fields on and off.
	Click the Print icon to print the schedule detail list report. (Please see more detailed information below.)
	Click the Show Page icon to show
	Click the Show All Records icon to show all records on a single screen.
	Click the Close icon to close the Schedule Detail List and return to the selected return.
	Click the Detail icon to view selected schedule detail.
	Click the Update icon to update the selected schedule detail.
	Click the Copy icon to copy and save the selected schedule detail.
	Click the Delete icon to delete the selected schedule detail.
	This displays the total number of records as well as the number of the current screen displayed and the total number of screens for the selected account. Click the

Schedule Detail List Information -- Icons


Icon	Description/Function
	arrows to move between the screens for the selected account.

Add Schedule Detail

To add schedule detail, click the designated icon on the **Schedule Detail List**.



This will open a fillable schedule detail screen. Complete required blank fields (in red type on the screen) plus any optional information desired. Click the **Save** push button to save the schedule detail or the **Cancel** push button to close the schedule detail without saving the information.



Commonwealth of Kentucky
Department of Revenue
Motor Fuel Electronic Tax Filing System

Returns & Claims ▾ File Submission ▾ User ▾

3 Company Name:
GRIMM OIL COMPANY

4 TIN:
123123122

5 Tax Type:
GD

6 License:
1956

7 Location:
00

8 Return Period:
2013-10

9 Tax Return Status:
Incomplete

Add Schedule Detail **1** **2**
Save Cancel

Fields with red labels require data entry.

10 Schedule Code:

12 Buyer / Seller Name:

14 Carrier Name:

16 Bill of Lading Number:

19 Net Gallons:

22 Origin TCN:

25 Origin Address:

29 Destination TCN:

32 Destination Address:

11 Fuel Code:

13 Buyer / Seller TIN:

15 Carrier TIN:

17 Bill of Lading Date:

20 Gross Gallons:

23 Origin City:

26 Origin Zip Code:

30 Destination City:

33 Destination Zip Code:

18 Mode:

21 Billed Gallons:

24 Origin Jurisdiction:


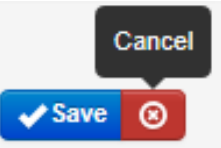
27 Origin County:

31 Destination Jurisdiction:

34 Destination County:

28 Origin Country Code:

35 Destination Country Code:

Icons	
Icon	Description
 1	Click the Save icon to save new schedule detail information.
 2	Click the Cancel icon to close the schedule detail without saving the information.

Fields	
Field	Description
Note: * denotes required fields (designated by red type on the screen)	
Company Name 3	Company name for selected return is displayed.
TIN 4	Taxpayer Identification Number associated with selected return is displayed.
Tax Type 5	Tax type for selected return is displayed.
License 6	License number for selected return is displayed.
Location 7	Location code for the selected return is displayed.
Return Period 8	Return period for selected return is displayed.
Tax Return Status 9	Status of selected return is displayed
Schedule Code* 10	Click the pull down menu arrow to select the appropriate code for the schedule detail being added.
Fuel Code* 11	Click the pull down menu arrow to select the appropriate code for the schedule detail being added.
Buyer / Seller Name 12	Enter the name of either the buyer or seller associated with the schedule detail being added.
Buyer / Seller TIN* 13	Enter the TIN of either the buyer or seller associated with the schedule detail being added.
Carrier Name 14	Enter the name of the carrier associated with the schedule detail being added.
Carrier TIN* 15	Enter the taxpayer identification number for the carrier associated with the schedule detail being added.
Bill of Lading Number* 16	Enter the bill of lading number associated with the schedule detail being added.
Bill of Lading Date* 17	Enter the bill of lading date associated with the schedule detail being added.
Mode* 18	Click the pull down menu arrow to select the appropriate mode of transport.

Fields	
Field	Description
Note: * denotes required fields (designated by red type on the screen)	
Net Gallons* ¹⁹	Enter the net gallons associated with the schedule detail being added.
Gross Gallons ²⁰	Enter the gross gallons associated with the schedule detail being added.
Billed Gallons ²¹	Enter the billed gallons associated with the schedule detail being added.
Origin TCN* ²²	Enter the TCN for the origination point associated with the schedule detail being added. (Not a required field of the Origin City and Origin Jurisdiction are provided.)
Origin City* ²³	Enter the city for the origination point associated with the schedule detail being added. (Not a required field of Origin TCN is provided.)
Origin Jurisdiction* ²⁴	Click the pull down menu arrow to select the correct jurisdiction for the origination point associated with the schedule detail being added. (Not a required field of Origin TCN is provided.)
Origin Address ²⁵	Enter the address for the origination point associated with the schedule detail being added.
Origin Zip Code ²⁶	Enter the zip code for the origination point associated with the schedule detail being added.
Origin County ²⁷	Enter the county for the origination point associated with the schedule detail being added.
Origin Country ²⁸	Enter the country for the origination point associated with the schedule detail being added.
Destination TCN* ²⁹	Enter the TCN for the destination associated with the schedule detail being added. (Not a required field of the Destination City and Destination Jurisdiction are provided.)
Destination City* ³⁰	Enter the destination city for either the destination associated with the schedule detail being added. (Not a required field of the Destination City and Destination Jurisdiction are provided.)
Destination Jurisdiction* ³¹	Click the pull down menu arrow to select the correct jurisdiction for the destination associated with the schedule detail being added. (Not a required field of Origin TCN is provided.)
Destination Address ³²	Enter the address for the destination associated with the schedule detail being added.
Destination Zip Code ³³	Enter the zip code for the origination point associated with the schedule detail being added.
Destination County ³⁴	Enter the county for the destination associated with the schedule detail being added.
Destination Country ³⁵	Enter the country for the origination point associated with the schedule detail being added.

Print Schedule Detail

To print schedule detail click the print icon on the **Schedule Detail List**.



The security notification shown below will appear. Click **Open** ¹ to open the PDF file; click **Save** (or the pull down menu arrow to reveal other save options) ² to save the schedule detail without opening; or click **Cancel** ³ to exit without opening or saving the document. To print, open the saved file and follow usual print procedures.



An example of the Schedule Detail Report that opens is included on the following page.

Schedule Detail List - Report

Name: GRIMM OIL COMPANY		FEIN/SS: 123123122		License: 1956		Month/Year: 201310									
Jurisdiction: 34		Return Seq: 1		Transmission Status: Incomplete		Access:									
Sched Type	Fuel Type	Exp State	Ret State	Det Seq	Upd Ind	Temp Mod	Recv / Ship Date	Bill Of Lading	Buyer/Seller Name FEIN	Net Gallons	Gross Gallons	Billed Gallons	Carrier Name FEIN	Destination TCN City / State	Origin TCN City / State
1	125	XX	1	32		J	02/02/2013	668386	MARATHON (BRANDED) 123123123	1,102	1,100	1,102	LEWIS TRANSPORT, INC. 123456789	LEXINGTON KY	T62TN2217
1	125	XX	1	33		J	02/02/2013	668399	MARATHON (BRANDED) 123123123	1,303	1,300	1,303	LEWIS TRANSPORT, INC. 123456789	LEXINGTON KY	T62TN2217
1	125	XX	1	34		J	02/03/2013	668492	MARATHON (BRANDED) 123123123	855	852	855	LEWIS TRANSPORT, INC. 123456789	BEREA KY	T62TN2217
														LONDON KY	

Environmental Assurance (EP) Tax Return Information

- Part 1 – Computation of Fee on GASOLINE gallons 1
- Part II – Computations of Fee on SPECIAL FUELS gallons 2
- Part III – Total Fee Due 3

PART I – Computation of Fee on GASOLINE Gallons 1			
1. Taxable gallons as shown on line 11 of your gasoline dealer's monthly report.			16,630
2. Less agricultural gasoline gallons as reflected on line 15 of your gasoline dealer's monthly report.			0
3. Total gallons subject to fee (line 1 minus line 2).			16,630
4. Fee rate.			\$0.01400
5. Total fee due on gasoline gallons (line 3 times line 4).			\$232.82
PART II - Computation of Fee on SPECIAL FUELS Gallons 2			
6. Taxable gallons as shown on line 13 of your special fuels dealer's monthly report (Form 72A138).			0
7 a. Less agricultural special fuels gallons as reflected on line 17a of your special fuels dealer's monthly report.			0
b. Less residential heating special fuels gallons as reported on line 17b of your special fuels dealer's monthly report.			0
c. Less special fuels gallons sold to state or local government agencies as shown on line 17c of your special fuels dealer's monthly report.			0
d. Less special fuels gallons sold to nonprofit religious, charitable or educational organizations as shown on line 17d of your special fuels dealer's monthly report.			0
e. Less special fuels gallons sold for commercial use of diesel as shown on line 17e of your special fuels dealer's monthly report.			0
8. Total deductions (add lines 7a, 7b, 7c, 7d and 7e).			0
9. Total gallons subject to fee (line 6 minus line 8).			0
10. Fee rate.			\$0.01400
11. Total fee due on special fuels gallons (line 9 times line 10).			\$0.00
PART III – Total Fee Due 3			
	Tax Rate	Gallons	Amount
12. Fee rate adjustment for gasoline gallons inventory held in wholesale bulk storage on last day of period.	\$0.00000	0	\$0.00
13. Fee rate adjustment for special fuels gallons inventory held in wholesale bulk storage on last day of period.	\$0.00000	0	\$0.00
14. Total fee due on ALL gallons (add part I, line 5 and part II, line 11, line 12 and line 13).			\$232.82
15. Credit(s) for previous payments and other authorized credits.			\$0.00
16. Total fee due or (overpayment) (line 14 minus line 15).			\$232.82

Gasoline Dealer (GD) Return Information

- **Part I -- Computation of Gasoline Gallons Subject to Tax 1**
 - Receipts 2
 - Deductions 3
- **Part II -- Tax Computation 4**
- **Part III -- Statistical Gallons 5**

PART I - Computation of Gasoline Gallons Subject to Tax 1			
RECEIPTS 2			
	Schedule	Gallons	
1. Gasoline purchased in Kentucky	2	59,197	
2. a. Gasoline sold for import into Kentucky (Suppliers Report)	5D	0	
b. Gasoline imported into Kentucky from other states	3	1,998	
c. Total imports (add lines 2a and 2b)		1,998	
3. Gasoline disbursements from terminal storage	2A	0	
4. Receipts of unreported alcohol or other additives	2B	0	
5. Total gasoline received (add lines 1, 2c, 3 and 4)		61,195	
DEDUCTIONS 3			
6. Gasoline exported from Kentucky	7	0	
7. Gasoline sold to Kentucky licensed dealers	6	1,998	
8. Gasoline sold to U.S. Government	8	0	
9. Gasoline lost through accountable losses		0	
10. Total gasoline deductions (add lines 6, 7, 8 and 9)		1,998	
11. Total gasoline gallons subject to tax (line 5 minus line 10)		59,197	
PART II - Tax Computation 4			
	Schedule	Rate	Amount
12. Gross tax liability (line 11 times tax rate per gallon)		\$0.28500	\$16,871.15
13. Tax rate adjustment for gasoline gallons inventory held in wholesale bulk storage on last day of period		\$0.00000	\$0.00
14. Tax due after tax rate adjustment (line 12 plus line 13)			\$16,871.15
15. Non-highway dealer credits - Sales of gasoline for agricultural purposes (gallons on schedule times tax rate)	10I	\$0.28500	\$0.00
16. Tax due after credits (line 14 minus line 15)			\$16,871.15
17. Dealer compensation allowance (percentage of line 16 if report and payment are timely)		\$0.02250	\$379.60
18. Net tax due after allowable compensation (line 16 minus line 17)			\$16,491.55
19. Credits for previous payments and other authorized credits			\$1,755.21
20. Total tax due or (overpayment) (line 18 minus line 19)			\$14,736.34
PART III - Statistical Gallons 5			
	Schedule	Gallons	
21. Gasoline imported into Kentucky (Kentucky tax paid to suppliers)	1	185,112	
22. Fuel-grade alcohol gallons blended or purchased for blending with gasoline during report period	2,2B,3,5D	17,480	

Liquid Petroleum (LP) Return Information

- Taxable gallons (Form 72A178) (Schedule 5) ①
- Tax-exempt gallons (Form 72A178) (Schedule 10) ②
- Total gallons of liquified petroleum gas motor fuel ③
- Gross tax liability ④
- Less: Allowance for handling and reporting ⑤
- Net Tax Due ⑥
- Credit(s) for previous payments and other authorized credits ⑦
- Total tax due or (overpayment) ⑧

	Schedule	Rate	
1. Taxable gallons (Form 72A178) (Schedule 5) ①	5		0
2. Tax-exempt gallons (Form 72A178) (Schedule 10) ②	10		0
3. Total gallons of liquified petroleum gas motor fuel (total of lines 1 & 2) ③			0
4. Gross tax liability (line 1 times tax rate per gallon) ④		\$0.30900	\$0.00
5. Less: Allowance for handling and reporting (line 4 times the applicable rate) ⑤		\$0.01000	\$0.00
6. Net Tax Due (line 4 minus line 5) ⑥			\$0.00
7. Credit(s) for previous payments and other authorized credits ⑦			\$0.00
8. Total tax due or (overpayment) (line 6 minus line 7) ⑧			\$0.00

Special Fuels (SF) Return Information

- **Part 1 – Computation of Special Fuels Gallons Subject to Tax** 1
 - Receipts 2
 - Deductions 3
- **Part II – Tax Computation** 4
- **Part III – Statistical Gallons** 5

PART I – Computation of Special Fuels Gallons Subject to Tax 1				
RECEIPTS 2				
	Schedule		Gallons	
1. Special fuels purchased in Kentucky	2		<input type="text" value="0"/>	
2. a. Special fuels sold for import into Kentucky (Suppliers Report)	5D		<input type="text" value="0"/>	
b. Special fuels imported into Kentucky from other states	3		<input type="text" value="0"/>	
c. Total Imports (add lines 2a and 2b)			<input type="text" value="0"/>	
3. Special fuels disbursements from terminal storage	2A		<input type="text" value="0"/>	
4. Kerosene blended with other special fuels and all other receipts	2B		<input type="text" value="0"/>	
5. Total special fuels received (add lines 1, 2c, 3 and 4)			<input type="text" value="0"/>	
DEDUCTIONS 3				
6. Special fuels exported from Kentucky	7		<input type="text" value="0"/>	
7. Special fuels sold to Kentucky licensed dealers	6		<input type="text" value="0"/>	
8. Special fuels lost through accountable losses			<input type="text" value="0"/>	
9. Special fuels sold to railroad companies for non-highway purposes	10Y		<input type="text" value="0"/>	
10. Special fuels sold to U.S. Government	8		<input type="text" value="0"/>	
11. Special fuels used by licensed dealer for non-highway purposes related to the distribution of special fuels to others			<input type="text" value="0"/>	
12. Total special fuels deductions (add lines 6 through 11)			<input type="text" value="0"/>	
13. Total special fuels gallons subject to tax (line 5 minus line 12)			<input type="text" value="0"/>	
PART II – Tax Computation 4				
	Schedule	Rate	Gallons	Amount
14. Gross tax liability (line 13 times tax rate per gallon)		<input type="text" value="\$0.21500"/>		<input type="text" value="\$0.00"/>
15. Tax rate adjustment for special fuels gallons inventory held in wholesale bulk storage on last day of period		<input type="text" value="\$0.00000"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
16. Tax due after tax rate adjustment (line 14 plus line 15)				<input type="text" value="\$0.00"/>
17. Non-highway dealer credits				
a. Sales of special fuels for agricultural purposes (gallons on schedule times tax rate)	10I	<input type="text" value="\$0.21500"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
b. Sales of special fuels for residential heating purposes (gallons on schedule times tax rate)	10J	<input type="text" value="\$0.21500"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
c. Sales of special fuels for state or local government agencies (gallons on schedule times tax rate)	9	<input type="text" value="\$0.21500"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
d. Sales of special fuels to non-profit religious, charitable, or educational organizations (gallons on schedule times tax rate)	10G	<input type="text" value="\$0.21500"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
e. Sales of special fuels for commercial use (gallons on schedule times tax rate)	10A	<input type="text" value="\$0.21500"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
18. Total non-highway dealer credits (total of lines 17a, 17b, 17c, 17d and 17e)				<input type="text" value="\$0.00"/>
19. Tax due after credits (line 16 minus line 18)				<input type="text" value="\$0.00"/>
20. Dealer compensation allowance (percentage of line 19 if report and payment are timely)		<input type="text" value="\$0.02250"/>		<input type="text" value="\$0.00"/>
21. Net tax due after allowable compensation (line 19 minus line 20)				<input type="text" value="\$0.00"/>
22. Credits for previous payments and other authorized credits				<input type="text" value="\$0.00"/>
23. Total tax due or (overpayment) (line 21 minus line 22)				<input type="text" value="\$0.00"/>
PART III – Statistical Gallon 5				
	Schedule		Gallons	
24. Special fuels imported into Kentucky (Kentucky tax paid to suppliers)	1		<input type="text" value="0"/>	

Terminal Operator (TO) Return Information

- Beginning Inventory **1**
- Total receipts (Form 72A180) **2**
- Total gallons available **3**
- Total disbursements (Form 72A181) **4**
- Gallons available (less disbursements) **5**
- Stock (gains) and losses **6**
- Actual Ending Inventory **7**
- Allowance for actual loss **8**
- Excessive actual loss not allowed **9**

	Schedule	Rate	Net Gallons	
			Gasoline Products	Special Fuels
1. Beginning inventory 1			0	0
2. Total receipts (Form 72A180) 2	15A		0	0
3. Total gallons available 3			0	0
4. Total disbursements (Form 72A181) 4	15B		0	0
5. Gallons available (less disbursements) 5			0	0
6. Stock (gains) and losses (line 5 minus line 7) 6			0	0
7. Actual Ending Inventory 7			0	0
8. Allowance for actual loss (applicable rate times line 3 not to be greater than line 6) 8		0.00750	0	0
9. Excessive actual loss not allowed. (line 6 minus line 8) 9			0	0

Transporter (TR) Return Information

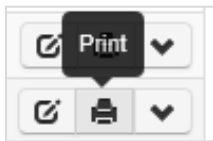
- Total of gallons transported (net gallons) (Schedule 14) ¹, and the gasoline gallons total and the special fuel gallons total.

Kentucky Department of Revenue					Transporter	
Company Name:	TIN:	License:	Location:	Tax Type:	Year-Month:	
GRIMM OIL COMPANY	123123122	30190	00	TR	2013-09	
Filing Tracking ID:	Return Type:	Access:	Postmark Date:	Status:	Return Seq:	
00181100001	Original	Update	10/31/2013	Incomplete	1	

	Schedule	Gasoline	Special Fuels
1. Total of gallons transported (net gallons) (Schedule 14) ¹	14	0	0

Print Return

Click the **Print** icon in the **Actions** column to print the selected tax return.



Prompt appears at the bottom of the screen offering user several options ¹:

- **Open** ² – opens the return to be viewed
- **Save** ³ – Click the pull down menu arrow to select:
 - **Save** – saves the return to a default location
 - **Save As** – allows user to select the location to which the return will be saved
 - **Save and Open** – saves the return to a default location and opens it to be viewed
- **Cancel** ⁴ – closes the prompt without further action

Commonwealth of Kentucky
Department of Revenue
Motor Fuel Electronic Tax Filing System

Returns & Claims File Submission User

Tracking ID	Company Name	License	Location	Tax Type	Period	Return Type	Sequence	Status	Action
00180268001	GRIMM OIL COMPANY	51065	00	EP	2010-09	Original	1	Billed	[Icons]
00180267001	GRIMM OIL COMPANY	1956	00	GD	2010-09	Original	1	Billed	[Icons]
00180272001	GRIMM OIL COMPANY	51065	00	EP	2009-02	Original	1	Incomplete	[Icons]
00180271001	GRIMM OIL COMPANY	1956	00	GD	2009-02	Original	1	Incomplete	[Icons]
00180270001	GRIMM OIL COMPANY	51065	00	EP	2009-01	Original	1	Credit Processed	[Icons]
00180269001	GRIMM OIL COMPANY	1956	00	GD	2009-01	Original	1	Credit Processed	[Icons]

Number of Records: 6 1/1

Do you want to open or save report.pdf (4.55 KB) from ft-ga.mvs-services.com? [Open] [Save] [Cancel]

An example of the report that opens is located on the next page of this document.

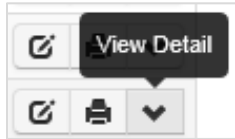
**Kentucky Department of Revenue
Motor Fuel Electronic Tax Filing System**

**Environmental
Assurance**

Company Name: GRIMM OIL COMPANY		TIN: 123123122	License: 51065	Location: 00
Tax Type: EP	Return Type: Original	Return Seq: 1	Year-Month: 2013-10	
Filing Tracking ID: 00181052001	Status: Incomplete	Postmark Date: 06/04/2013		
PART I - Computation of Fee on GASOLINE Gallons				
1. Taxable gallons as shown on line 11 of your gasoline dealer's monthly report				72,718
2. Less agricultural gasoline gallons as reflected on line 15 of your gasoline dealer's monthly report				0
3. Total gallons subject to fee (line 1 minus line 2)				72,718
4. Fee rate				\$0.01400
5. Total fee due on gasoline gallons (line 3 times line 4)				\$1,018.05
PART II - Computation of Fee on SPECIAL FUELS Gallons				
6. Taxable gallons as shown on line 13 of your special fuels dealer's monthly report (Form 72A138)				0
7. a. Less agricultural special fuels gallons as reflected on line 17a of your special fuels dealer's monthly report				0
b. Less residential heating special fuels gallons as reported on line 17b of your special fuels dealer's monthly report				0
c. Less special fuels gallons sold to state or local government agencies as shown on line 17c of your special fuels dealer's monthly report				0
d. Less special fuels gallons sold to nonprofit religious, charitable or educational organizations as shown on line 17d of your special fuels dealer's monthly report				0
e. Less special fuels gallons sold for commercial use of diesel as shown on line 17e of your special fuels dealer's monthly report				0
8. Total deductions (add lines 7a, 7b, 7c, 7d, and 7e)				0
9. Total gallons subject to fee (line 6 minus line 8)				0
10. Fee rate				\$0.01400
11. Total fee due on special fuels gallons (line 9 times line 10)				\$0.00
PART III - Total Fee Due				
12. Fee rate adjustment for gasoline gallons inventory held in wholesale bulk storage on last day of period		\$0.00000	0	\$0.00
13. Fee rate adjustment for special fuels gallons inventory held in wholesale bulk storage on last day of period		\$0.00000	0	\$0.00
14. Total fee due on ALL gallons (add part I, line 5 and Part II line 11, line 12 and line 13)				\$1,018.05
15. Credit(s) for previous payments and other authorized credits				\$119.14
16. Total fee due or (overpayment) (line 14 minus line 15)				\$898.91

View Detail

Click the **View Detail** icon to view the filing details for the selected tax return. (More detailed information on schedule detail can be found earlier in this user guide.)



The **Tax Return Detail** information appears above the list of available returns for the selected filer in the **Tax Return Queue**. It shows all the general filing information not displayed on the standard view of the tax return queue for the selected record.

Tax Return Detail information includes the following:

- **Tracking ID** for the selected tax return ¹
- **Company Name** for the selected account ²
- **TIN** (Taxpayer Identification Number) for the selected account ³
- **License** number for the selected account ⁴
- **Location** for the selected account ⁵
- **Tax Type** for the selected tax return ⁶
- **Return Period** for the selected tax return ⁷
- **Return Type** for the selected tax return ⁸
- **Return Sequence** for the selected tax return ⁹
- **Status** of the selected tax return ¹⁰
- **Status Date** – date on which the displayed status was achieved for the selected tax return ¹¹
- **Create User ID** for the user creating the selected tax return ¹²
- **Mode** for creation of the selected tax return ¹³
- **Create Date** – date on which the selected return was created ¹⁴
- **Postmark Date** – date on which return information was postmarked ¹⁵
- **Source** – indicates how return was created, that is by Web, file upload (813 or ASCII), or Jurisdiction User ¹⁶

Click the **Close Detail** icon ¹⁷ to hide the tax return detail information for the selected return.

The screenshot shows the 'Motor Fuel Electronic Tax Filing System' interface. At the top is the Kentucky Department of Revenue logo and the system name. Below is a 'Tax Return Detail' section with various fields and a 'Close Detail' button. The fields are:

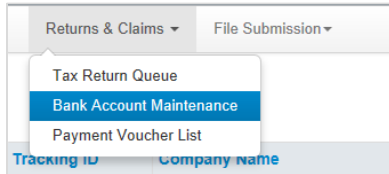
- Tracking ID: 00180268001
- Company Name: GRIMM OIL COMPANY
- TIN: 123123122
- License: 51065
- Location: 00
- Tax Type: EP
- Return Period: 2010-09
- Return Type: Original
- Return Sequence: 1
- Status: Billed
- Status Date: 11/15/2012 6:58:22 PM
- Create User ID: LKRAYG
- Mode: Schedule
- Create Date: 5/17/2012 5:06:16 PM
- Postmark Date: 05/17/2012
- Source: Jur User

Below the detail section is a table with columns: Tracking ID, Company Name, License, Location, Tax Type, Period, Return Type, Sequence, Status, and Action. The table contains several rows of data for different tax returns.

Tracking ID	Company Name	License	Location	Tax Type	Period	Return Type	Sequence	Status	Action
00180268001	GRIMM OIL COMPANY	51065	00	EP	2010-09	Original	1	Billed	[Icons]
00180267001	GRIMM OIL COMPANY	1956	00	GD	2010-09	Original	1	Billed	[Icons]
00180272001	GRIMM OIL COMPANY	51065	00	EP	2009-02	Original	1	Incomplete	[Icons]
00180271001	GRIMM OIL COMPANY	1956	00	GD	2009-02	Original	1	Incomplete	[Icons]
00180270001	GRIMM OIL COMPANY	51065	00	EP	2009-01	Original	1	Credit Processed	[Icons]
00180269001	GRIMM OIL COMPANY	1956	00	GD	2009-01	Original	1	Credit Processed	[Icons]


Bank Account Maintenance

To access the Bank Account Maintenance module of the system, click the pull down menu arrow next to **Returns & Claims**. Click on **Bank Account Maintenance** on the menu that drops down to reveal the **ACH Debit Payment Information** screen.



ACH Debit Payment Information

The **ACH Debit Payment Information** screen allows recording of bank information for ACH debit payments of amounts due. This screen is auto-filled with the name of the company **1** and the TIN **2** (Taxpayer Identification Number) of the selected company. To enter and save banking information:

1. Click either the radio button next to “Yes” or next to “No” **3** to answer the question “Will the funds for payment come from an account outside the territorial United States?” The screen defaults to “No.” Enter the 9-digit Routing/Transit Number **4** from the desired bank for financial transactions.
2. Re-enter the 9-digit Routing/Transit Number **5** from the desired bank for financial transactions to confirm accuracy.
3. Enter the checking account number **6** for the bank account to be used for financial transactions.
4. Re-enter the checking account number **7** for the bank account to be used for financial transactions to confirm accuracy.
5. Click **Save Bank Account Information** **8** to save the entered bank account information
6. Click the red exit icon  **9** on the upper right hand side of the screen to exit the Motor Fuel Electronic Tax Filing System.



ACH Debit Payment Information

Company Name:

TIN:

Will the funds for payments come from an account outside the territorial United States?

YES NO

To pay your taxes online, you must provide your checking account information. At the bottom of your paper check you will find the 9 digit routing number for your bank and your checking account number. You must enter and verify both of these numbers in order to pay your taxes online. **NOTE:** Do not enter the check number in any of the fields below.

Enter your 9-digit Routing / Transit Number:

Re-enter your 9-digit Routing / Transit Number:


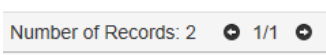
Enter your Checking Account Number:

Re-enter your Checking Account Number:

Save Bank Account Information

Payment Voucher List

The Payment Voucher List screen shows payments made through the system.

Screen Elements	
Element	Description
Payment Confirmation ①	Auto-filled with the payment confirmation number for each record displayed.
Category ②	Auto-filled with the type of payment for each record displayed
Return Period ③	Auto-filled with the return period for each record displayed.
Tax Type ④	Auto-filled with the tax type for each record displayed.
Payment Date ⑤	Auto-filled with the payment date for each record displayed.
Amount ⑥	Auto-filled with the payment amount for each record displayed
 ⑦	Click the Print icon (shown here with roll over text present) to print detailed payment information for the selected record (see below for more detail).
 ⑧	Indicates the total number of payment records displayed for the selected account as well as the page currently displayed/total number of pages available for display.

①	②	③	④	⑤	⑥		
Payment Confirmation	Category	Return Period	Tax Type	Payment Date	Amount		Action
20130046412	ACH Debit	2013-09	LP	10/18/13	\$30,713.36		⑦
20120045936	ACH Debit	2012-05	GD	11/14/12	\$1,362,136.41		
20120045937	ACH Debit	2012-05	SF	11/14/12	\$3,968,176.68		
20120045938	ACH Debit	2012-05	EP	11/14/12	\$306,791.10		
20120045942	ACH Debit	2012-01	GD	11/14/12	\$2,112.00		
20120045943	ACH Debit	2012-01	SF	11/14/12	\$1,872.00		
20120045944	ACH Debit	2012-01	EP	11/14/12	\$224.00		
20110042389	ACH Debit	2010-12	GD	01/24/11	\$1,245,836.30		
20110042390	ACH Debit	2010-12	SF	01/24/11	\$3,681,338.59		
20110042391	ACH Debit	2010-12	EP	01/24/11	\$322,435.23		

Number of Records: 65 1/7 ⑧

Printing the Payment Voucher

To print detailed information for a selected payment record, click the **Print** icon **7** (above) in the **Action** column on the **Payment Voucher List** screen.

Prompt appears at the bottom of the screen offering user several options **1**:

- **Open** **2** – opens the payment voucher report to be viewed
- **Save** **3** – Click the pull down menu arrow to select:
 - **Save** – saves the report to a default location
 - **Save As** – allows user to select the location to which the report will be saved
 - **Save and Open** -- saves the report to a default location and opens it to be viewed
- **Cancel** **4** – closes the prompt without further action

The screenshot displays a table with the following columns: Payment Confirmation, Category, Return Period, Tax Type, Payment Date, Amount, and Action. Below the table, there is a prompt: "Do you want to open or save report.pdf (2.30 KB) from ft-qa.mvs-services.com?". The prompt includes buttons for "Open", "Save" (with a dropdown arrow), and "Cancel".

Payment Confirmation	Category	Return Period	Tax Type	Payment Date	Amount	Action
20130046412	ACH Debit	2013-09	LP	10/18/13	\$30,713.36	
20120045936	ACH Debit	2012-05	GD	11/14/12	\$1,362,136.41	
20120045937	ACH Debit	2012-05	SF	11/14/12	\$3,968,176.68	
20120045938	ACH Debit	2012-05	EP	11/14/12	\$306,791.10	
20120045942	ACH Debit	2012-01	GD	11/14/12	\$2,112.00	
20120045943	ACH Debit	2012-01	SF	11/14/12	\$1,872.00	
20120045944	ACH Debit	2012-01	EP	11/14/12	\$224.00	
20110042389	ACH Debit	2010-12	GD	01/24/11	\$1,245,836.30	
20110042390	ACH Debit	2010-12	SF	01/24/11	\$3,681,338.59	
20110042391	ACH Debit	2010-12	EP	01/24/11	\$322,435.23	

Number of Records: 65 • 1/7

Do you want to open or save report.pdf (2.30 KB) from ft-qa.mvs-services.com?

Open Save Cancel

Payment Voucher

The Payment Voucher includes the following information:

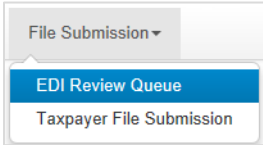
- Entity to be paid **1**
- FEIN (Federal Employer Identification Number) for the account associated with the payment **2**
- Payment Confirmation number for the selected payment **3**
- Company Name associated with the payment **4**
- Return Period for the selected payment **5**
- Postmark Date for the selected payment **6**
- Confirmation # (Original Tracking ID assigned) for each filing line item in the selected payment **7**
- Tax Type for each filing line item in the selected payment **8**
- License Number for each filing line item in the selected payment **9**
- Check Number for each filing line item in the selected payment **10**
- Total by Tax Type -- Total payment amount for each line item on the payment voucher **11**
- Total – Total amount paid for all line items combined **12**
- Date and time payment voucher was printed **13**

Kentucky Department of Revenue		ACH DEBIT Payment	
Motor Fuel Electronic Tax Filing System			
Print two copies of this voucher. Keep one for your records and mail the second voucher along with your check to the Kentucky Department of Revenue at the following address:			
Kentucky Department of Revenue Frankfort, KY 40619			
Make your check payable to the Kentucky State Treasurer.			
FEIN:	123123122	Payment Confirmation:	20120045927
Company Name: GRIMM OIL COMPANY			
Return Period:	09/2010	Postmark Date:	May 17, 2012
<hr/>			
Confirmation #	Tax Type	License Number	Total by Tax Type
00180267001	GD 054	1956	\$4,074.35
Total:			\$4,074.35

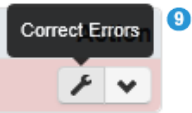
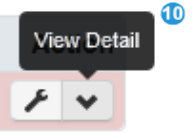
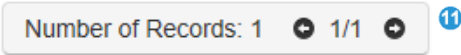
File Submission

EDI Review Queue

To access the EDI Review Queue, click the pull down menu arrow next to **File Submission** and select **EDI Review Queue**. In the **EDI Review Queue** users can correct errors or view detail.



Features of the EDI Review Queue

Screen Elements	
Element	Description
Tracking ID ¹	Auto-filled with the system-assigned identification number for each record displayed.
Company Name ²	Auto-filled with the company name for each record displayed
License ³	Auto-filled with the license number for each record displayed.
Location ⁴	Auto-filled with the location code for each record displayed.
Tax Type ⁵	Auto-filled with the tax type for each record displayed.
Return Period ⁶	Auto-filled with the return period for each record displayed.
Status ⁷	Auto-filled with the “Errors Exist” status for each record displayed.
Action ⁸	Icons in the Action column allow user to correct errors or view detail (see ⁹ and ¹⁰ below).
 ⁹	Click the Correct Errors icon (shown here with roll over text present) to proceed to the EDI Error List (see below for more detail).
 ¹⁰	Click the View Detail icon (shown here with roll over text present) to proceed view schedule detail for the selected return (see below for more detail).
 ¹¹	Indicates the total number of records displayed for the selected account as well as the page currently displayed/total number of pages available for display.

Commonwealth of Kentucky
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Motor Fuel Electronic Tax Filing System

Returns & Claims ▾ File Submission ▾ User ▾

1 Tracking ID	2 Company Name	3 License	4 Location	5 Tax Type	6 Return Period	7 Status	8 Action
00181040001	GRIMM OIL COMPANY	1956	00	GD	2013-10	Errors Exist	9 10

Number of Records: 1 • 1/1 • 11

EDI Error Screen Features

- Error Description 1
- Error Value 2
- Error Count 3
- Action 4: Edit 5 or Delete 6
- Number of Records/Total Number of Records 7

Commonwealth of Kentucky
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Motor Fuel Electronic Tax Filing System

Returns & Claims ▾ File Submission ▾ User ▾

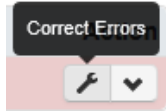
1 Error Description	2 Error Value	3 Error Count	4 Action
Tax Type, Fuel Type, Schedule Type Mismatch	LP 054 2	3	5 6

Number of Records: 1 • 1/1 • 7

Correct Errors

Actions available on the **EDI Review Queue** are accessed by clicking the corresponding icon(s) in the **Action** column **8** (above) on the queue.

To advance to the **EDI Error List** (see below) and correct an error on a return, click the **Correct Error** icon **9** (above) in the **Action** column of the **EDI Review Queue**.

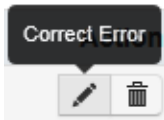



EDI Error List

Screen Elements	
Element	Description
Error Description 1	Auto-filled with the description of the type of error(s) found for the tax return record selected.
Error Value 2	Auto-filled with additional information about the error and/or specific item(s) to be corrected.
Error Count 3	Auto-filled with the number of instances for each error displayed.
Action 4	Icons in the Action column allow user to correct errors or remove EDI data (see 5 and 6 below).
5	Click the Correct Error icon to expand the EDI Error List to display the Correct EDI Error window (see below for more information).
6	Click the Remove EDI Data icon to delete the selected EDI data (see below for more information).
7	Indicates the total number of records displayed for the selected account as well as the page currently displayed/total number of pages to be displayed.

Correct Errors

To correct errors in EDI files, click the **Correct Error** icon in the **Action** column on the **EDI Error List**. This will open up the EDI Error List to reveal the error(s) to be corrected and the value or information in error, as well as a field in which correct value or information can be entered.




Screen Elements	
Element	Description
 1	Click the Cancel icon to close the Correct EDI Error window on the EDI Error List .
Resolution Mode: 2	Click the pull down menu arrow to select the desired type of error resolution. Options include: <ul style="list-style-type: none"> Change Error Value Delete Associated Detail Records (See below for more information.)
Error Value Submitted: 3	Auto-filled with the error to be corrected
Change Value To: 4	Click the pull down menu arrow and select the correct value or information from the displayed menu options. (See below for more information.)

The screenshot shows the Kentucky Department of Revenue's Motor Fuel Electronic Tax Filing System. A 'Correct EDI Error' window is open, displaying the following fields:

- Resolution Mode:** Change Error Value (indicated by a '2')
- Error Value Submitted:** GD XXX 2 (indicated by a '3')
- Change Value To:** (indicated by a '4')

The window also includes a 'Cancel' button (indicated by a '1') and a 'Correct EDI Error' title. Below the form is a table with the following data:

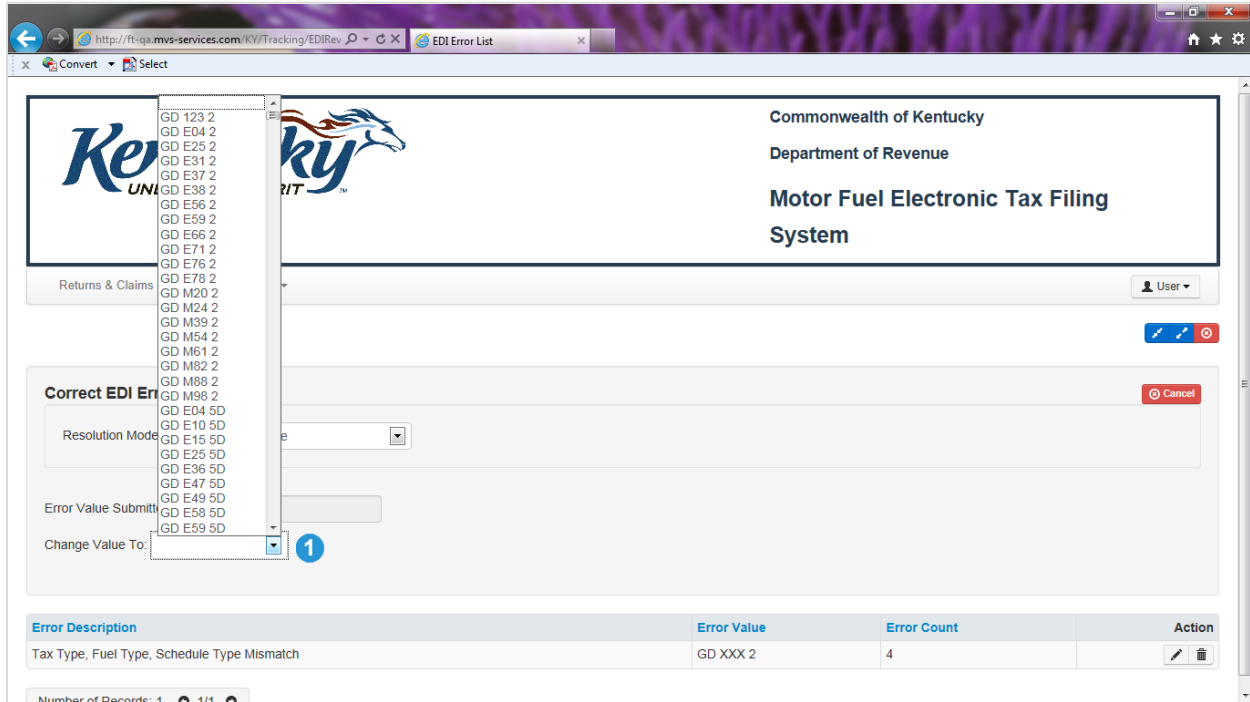
Error Description	Error Value	Error Count	Action
Tax Type, Fuel Type, Schedule Type Mismatch	GD XXX 2	4	

At the bottom, it shows 'Number of Records: 1' and a pagination control '1/1'.

Change Value To

To change the value deemed to be in error:

1. Leave the **Resolution Mode** at the default selection of **Change Error Value** ② (above).
2. Click the pull down menu arrow next to the **Change Value To** field ① (below) and select the desired value from the menu that appears.



The screenshot shows the 'Motor Fuel Electronic Tax Filing System' interface. A dropdown menu is open, listing various error codes such as GD 123 2, GD E04 2, GD E25 2, GD E31 2, GD E37 2, GD E38 2, GD E56 2, GD E59 2, GD E66 2, GD E71 2, GD E76 2, GD E78 2, GD M20 2, GD M24 2, GD M39 2, GD M54 2, GD M61 2, GD M82 2, GD M88 2, GD M98 2, GD E04 5D, GD E10 5D, GD E15 5D, GD E25 5D, GD E36 5D, GD E47 5D, GD E49 5D, GD E58 5D, and GD E59 5D. The 'Change Value To' field is highlighted with a blue circle and the number 1. The 'Resolution Mode' field is also visible, with a blue circle and the number 2 next to it.

Commonwealth of Kentucky
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Motor Fuel Electronic Tax Filing System

Resolution Mode: Change Error Value ②

Change Value To: ①

Error Description	Error Value	Error Count	Action
Tax Type, Fuel Type, Schedule Type Mismatch	GD XXX 2	4	[Edit] [Delete]



Number of Records: 1

Delete Associated Detail Records

To delete associated detail records:

1. Click the pull down menu arrow in the **Resolution** mode field and select **Delete Associated Detail Records** ①.
2. Click the **Correct Error** icon ② that becomes available in the upper right corner of the **Correct EDI Error** window.

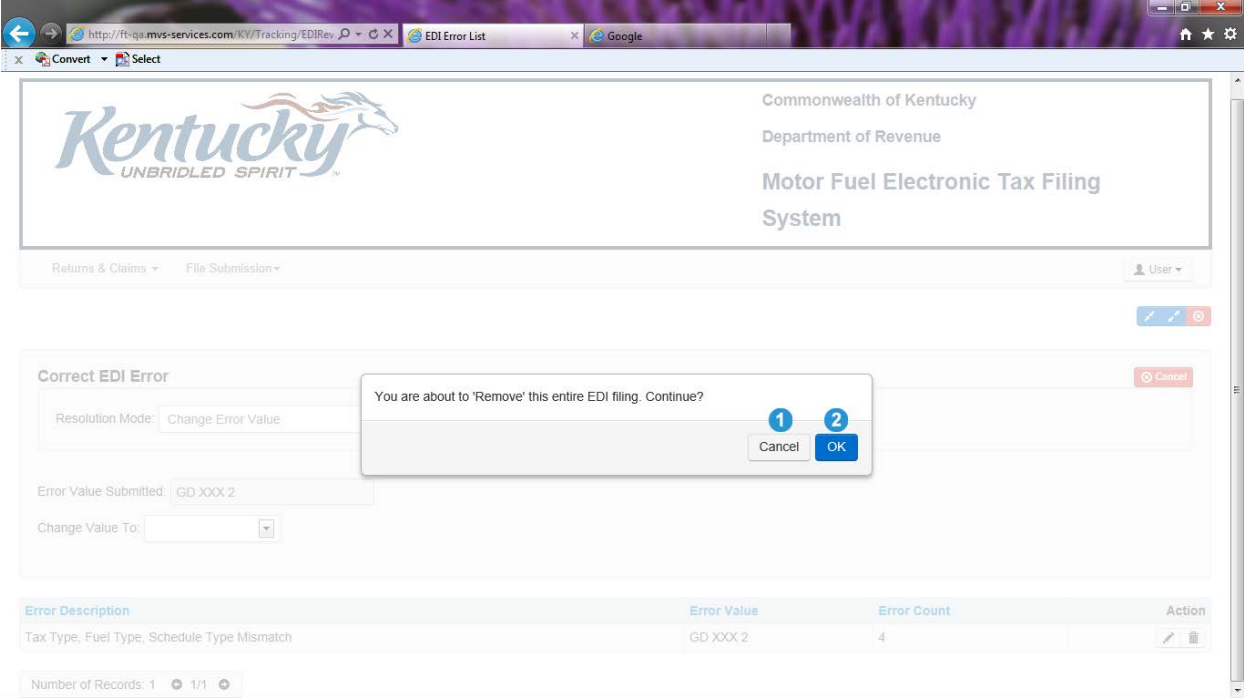
The screenshot shows the 'Motor Fuel Electronic Tax Filing System' interface. At the top, there is a header with the Kentucky Department of Revenue logo and the text 'Commonwealth of Kentucky Department of Revenue Motor Fuel Electronic Tax Filing System'. Below the header, there are navigation tabs for 'Returns & Claims' and 'File Submission', and a user profile dropdown labeled 'User'. The main content area is titled 'Correct EDI Error' and contains a 'Resolution Mode' dropdown menu set to 'Delete Associated Detail Records' (marked with a blue circle ①). Below this, there are input fields for 'Error Value Submitted' (containing 'GD XXX 2') and 'Change Value To'. In the top right corner of the 'Correct EDI Error' window, there is a blue 'Correct Error' button (marked with a blue circle ②) and a red 'Cancel' button. Below the form is a table with the following data:

Error Description	Error Value	Error Count	Action
Tax Type, Fuel Type, Schedule Type Mismatch	GD XXX 2	4	 

At the bottom left, there is a 'Number of Records: 1' indicator with a dropdown arrow.

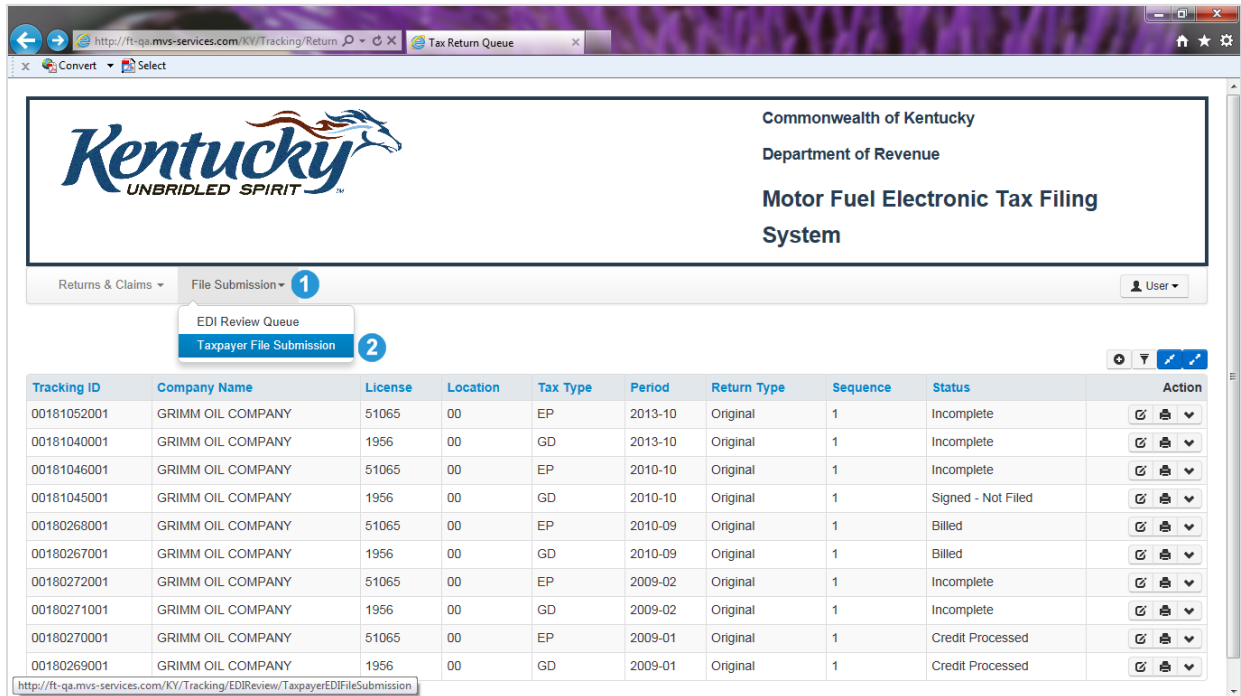
Remove EDI Information

Click **Cancel** 1 to close window without removing selected EDI file. Click **OK** 2 to continue removing selected EDI file.



Taxpayer File Submission































To upload a tax return file to the tax filing system, click the pull down menu arrow next to **File Submission 1** on the **Tax Return Queue** and select **Taxpayer File Submission 2** from the menu that drops down.



Commonwealth of Kentucky
Department of Revenue
Motor Fuel Electronic Tax Filing System

Returns & Claims | File Submission **1** | User

EDI Review Queue
Taxpayer File Submission 2

Tracking ID	Company Name	License	Location	Tax Type	Period	Return Type	Sequence	Status	Action
00181052001	GRIMM OIL COMPANY	51065	00	EP	2013-10	Original	1	Incomplete	  
00181040001	GRIMM OIL COMPANY	1956	00	GD	2013-10	Original	1	Incomplete	  
00181046001	GRIMM OIL COMPANY	51065	00	EP	2010-10	Original	1	Incomplete	  
00181045001	GRIMM OIL COMPANY	1956	00	GD	2010-10	Original	1	Signed - Not Filed	  
00180268001	GRIMM OIL COMPANY	51065	00	EP	2010-09	Original	1	Billed	  
00180267001	GRIMM OIL COMPANY	1956	00	GD	2010-09	Original	1	Billed	  
00180272001	GRIMM OIL COMPANY	51065	00	EP	2009-02	Original	1	Incomplete	  
00180271001	GRIMM OIL COMPANY	1956	00	GD	2009-02	Original	1	Incomplete	  
00180270001	GRIMM OIL COMPANY	51065	00	EP	2009-01	Original	1	Credit Processed	  
00180269001	GRIMM OIL COMPANY	1956	00	GD	2009-01	Original	1	Credit Processed	  

<http://ft-qa.mvs-services.com/KY/Tracking/EDIReview/TaxpayerEDIFileSubmission>

This will advance the user to the **Taxpayer File Submission** screen.

To upload a file, click **Select File** 1. This will access the file directory on the user's computer 2 and allow the user to find and select the desired file to upload. Once the file to upload is selected, click **Submit Select File** to send the file to the system for processing. User will receive a confirmation number once the selected file has been submitted.

Click **(Close)** 3 to return to the **Tax Return Queue**.

