

**File, Pay and View Your IFTA Account on TAXcess**

TAXcess, Manitoba's online tax service, allows businesses to access their accounts 24 hours a day, seven days a week in a secure, online environment. Once you sign up, you can securely file, pay and view your IFTA account online wherever and whenever you want.

**FILE** - You can now file your IFTA quarterly tax returns online on TAXcess. When you enter the jurisdictions you travelled in, the fuel type used, total kilometres travelled and tax paid fuel purchased, the tax due or credit is calculated for you. You no longer have to enter tax rates or manually calculate fuel consumption rates.

**PAY** - You can pay any tax owing by electronic, pre-authorized payment (PAD). This allows you to file and pay IFTA through the TAXcess website in one continuous process. Additionally, you can make a payment through your own financial institution's online bill payment system. **Please note:** licence and decal fees cannot be paid through TAXcess.

**VIEW** - You can view your IFTA account online, such as your IFTA Statement of Account, cover page for IFTA tax returns and IFTA licences. You can also view all Web Notices (e-mails) sent and received.

To begin the sign up process, click **Sign Up Now for TAXcess** on the TAXcess home page at [manitoba.ca/TAXcess](http://manitoba.ca/TAXcess)

**Second Quarter Due Date:  
Wednesday, July 31, 2019**

**To avoid penalties and interest, returns must be filed and any amount due must be paid by the above date.**

**MB Travel Only**

Travelling in Manitoba only?

Please check the box "No Travel Outside of MB" in Section 1 **and** complete Section 2, even if you did not travel at all during the quarter.



**ELECTRONIC IMAGE OF IFTA LICENCE**

Motor carriers can choose to carry their IFTA licence in electronic or paper format in their vehicles.

If you choose to maintain an electronic format of your IFTA licence, it is strongly recommended that the licence is saved as a file such as PDF and saved to an electronic device for each vehicle. This approach enables you to have access to your IFTA licence at any time, even when access to mobile and/or wireless service may be interrupted.

If you are signed up for TAXcess, your IFTA licence can be viewed under the Letters tab. Your IFTA licence will already be in PDF format. It can be printed or e-mailed as needed or saved to an electronic device. There is no need to contact our office for copies or a PDF format.

Regardless of the format (either electronic or paper), your IFTA licence must be accurate, valid, legible and be accessible on demand when requested by enforcement personnel. If you are unable to provide acceptable proof of credentials, you may be charged and required to purchase a permit to complete your trip.

**CONTACT US**

**Email:** [MBTax@gov.mb.ca](mailto:MBTax@gov.mb.ca)

**Phone:** 204-945-5603

**Fax:** 204-948-2087

**Manitoba Toll Free:** 1-800-782-0318

**Winnipeg:**

101-401 York Ave.

Monday to Friday: 8:30am-4:30pm

**Brandon:**

314, 340 9th St.

Monday to Friday: 8:30am-12:00pm

### **IFTA Credentials Processing**

Our goal is to respond to your IFTA credentials requests in a timely manner. Once the completed application form with payment (if applicable) is received and approved, we will process your request and forward to you as required by mail, fax or e-mail within the following response times:

*Initial IFTA Registration* – seven (7) to ten (10) business days.

*Renewal of IFTA Credentials* – ten (10) business days.  
During peak periods credentials will be mailed by December 31<sup>st</sup> if received by December 15<sup>th</sup>.

*Additional Decals* – one (1) business day

*Temporary Decal Permit* – one (1) business day, for urgent requests contact us at 204-945-6444

In person requests at our Winnipeg and Brandon offices during business hours will be completed within one (1) hour.

Response times may vary if **all** tax accounts are not in good standing.



Please note the following dates our offices will be closed:

Monday, August 5, 2019 (Civic Holiday)  
Monday, September 2, 2019 (Labour Day)

### **IFTA Decals—Important Information**

The proper placement of IFTA decals will help you avoid costly delays on the road.

- Manitoba Taxation and the IFTA Law Enforcement Committee require that valid IFTA decals are affixed on the exterior portion of both sides of the cab.
- Do not place IFTA decals on windows, mirrors, tanks or vents.
- Do not use a pressure washer directly on the decals.
- Please remove all expired or non-valid decals from your vehicle.

For IFTA Decal Placement Guide go to:  
[www.gov.mb.ca/finance/taxation/motor.html](http://www.gov.mb.ca/finance/taxation/motor.html)

### **Need Information → Go Online**

[www.iftach.org](http://www.iftach.org) - Complete listing of tax rates and footnotes for all IFTA jurisdictions. You can also print or view the Agreement, ballot proposals, carrier contact lists and read the IFTA News.

[www.gov.mb.ca/finance/taxation/motor.html](http://www.gov.mb.ca/finance/taxation/motor.html)

Find here the carrier manual, newsletters, bulletins, notices, and the IFTA Worksheet (Page 2) and instructions.

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