



Filing an MCFT Quarterly Tax Return

October 2021



Indiana Department of Revenue

How to File an MCFT Quarterly Tax Return

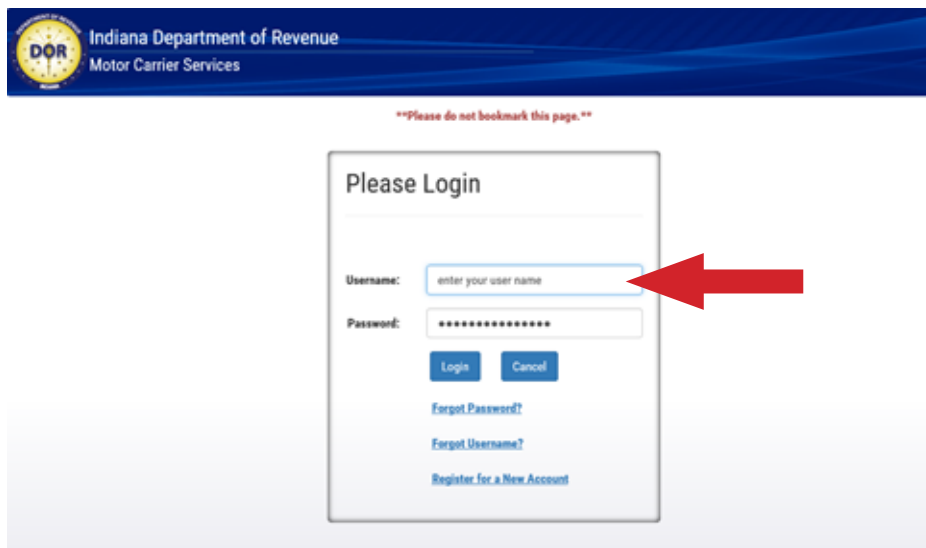
In order to file a quarterly tax return for Motor Carrier Fuel Tax (MCFT) with the Indiana Department of Revenue (DOR) Motor Carrier Services (MCS), carriers will need to create a fuel tax account and file quarterly tax returns through DOR Motor Carrier Service's online Fuel Tax System (FTS). A fuel tax return must be filed every quarter, including returns for quarters where no taxable activity occurred. Carriers legally exempt from filing online will receive their quarterly fuel tax return by mail.

Follow the directions below to file your quarterly tax return.

Step 1: Log into the Motor Carrier Services online portal at motorcarrier.dor.in.gov/loginHome.html.



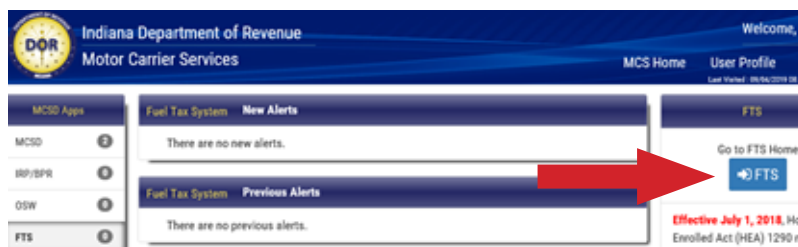
Step 2: Enter the username and password you created when setting up your account.



Step 3: Find the “MCS D Apps” menu on the left and select “FTS.”



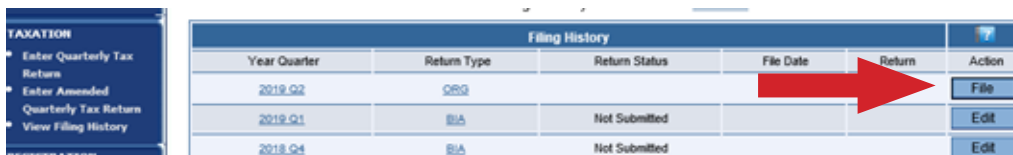
Step 4: Read any alerts that appear in the middle of the screen and click on the blue “=>FTS” button to the right of the alerts section.



Step 5: On the left side of the screen, under “Taxation”, select “Enter Quarterly Tax Return .” .



Step 6: Look under “Filing History” for the correct quarter, follow the row to the right and click on the “File” button located in the “Action” column.



Step 7: Select the appropriate fuel types for this return. If you did not have taxable activity this quarter, click on the checkbox next to “Zero activity for this period.”

Zero Activity for this period

(NOTE: Clicking the Zero Return checkbox will over-write any data entered, and the QTR will be calculated as zeroes.)

Type(s) of fuel purchased and placed in by qualified Motor Vehicles for this quarter.

<input checked="" type="checkbox"/> Diesel	<input type="checkbox"/> Gasoline	<input type="checkbox"/> Bio-diesel
<input type="checkbox"/> A-55	<input type="checkbox"/> Compressed Natural Gas	<input type="checkbox"/> E-85
<input type="checkbox"/> Electricity	<input type="checkbox"/> Ethanol	<input type="checkbox"/> Gasohol
<input type="checkbox"/> Hydrogen	<input type="checkbox"/> Liquid Natural Gas	<input type="checkbox"/> M-85
<input type="checkbox"/> Methanol	<input type="checkbox"/> Propane	

[Continue](#)

Step 8: Customers filing MCFT fuel tax returns (intrastate within Indiana only) will need to add the following information as indicated on the screen:

- Miles traveled: The total number of taxable miles operated in Indiana by all commercial vehicles per fuel type.
- Gallons placed in fuel tank: Total taxable gallons of motor fuel placed into the fuel tanks of all subject vehicles.
- Total gallons purchased in Indiana: Total taxable gallons of motor fuel purchased in Indiana placed into the fuel tanks of all subject vehicles.

Note:

- Miles traveled - total taxable miles operated in Indiana by all commercial motor vehicles per fuel type.
- Gallons placed in fuel tank - Total taxable gallons of motor fuel placed into the fuel tanks of all subject vehicles
- Total Gallons purchased in Indiana - Total taxable gallons of motor fuel purchased in Indiana placed into the fuel tanks of all subject vehicles.

Sort By: Fuel Type

Fuel Type	Total Miles traveled	Gallons placed in fuel tank	Total Gallons purchased in Indiana
Diesel	463	38	38

Step 9: Scroll down to enter the number of qualified vehicles then select “Continue.”

Step 10: Review the information displayed on the page. If it is correct, select “Calculate.” If the information is incorrect, select “Edit tax data” to make corrections. The following page will show you if any amount of tax is due to DOR.

Step 11: Select Continue.

Step 12: Read and accept the disclaimer, then press the “Submit” button. You will pay any taxes owed after submitting your return.

If you have questions, you may call Motor Carrier Services at (317) 615-7200, Monday through Friday, 8 a.m. – 4:30 p.m. EST.