MOTOR FUEL TRACKING SYSTEM

Fuel Tracking System... the way of the future.

COMPLETING THE GAS-1209 ANNUAL TERMINAL OPERATOR RETURN

Gas-1209 Annual Terminal Operator Return

Log into the Department of Revenue's website at **www.dornc.com**. Click on **Electronic Services** and then **Businesses**.

Gas-1209 Annual Terminal Operator Return

Businesses

E-500 Sales and Use E-File – File your E-500 tax return and the accompanying schedules, E-543 and E-536 and pay your tax electronically.

NC-5 and NC-5P Withholding E-File – File your NC-5 tax return or NC-5P and pay your tax electronically.

Motor Fuels IFTA/Intrastate E-File – Filing your tax return and ordering credentials electronically.

Motor Fuels EDI Implementation Guide and Trading Partner Agreement – Click here to access the Motor Fuels EDI mapping for Motor Fuels Suppliers, Terminal Operators & Carriers and also to access the Trading Partner Agreement.

Motor Fuels E-File – File your Motor Fuels Tax returns (Excludes IFTA)

Bills and Notices – Make a payment on a bill or notice that you received from the Department of Revenue.

EFT – Electronic Funds Transfer via ACH Debit or ACH Credit.

CD-429 Corporate Estimated Income Tax – Pay your corporate estimated payments online.

CD-419 Application for Extension for Franchise and Corporate Income Tax – File your corporate and franchise tax extension and pay the tax electronically.

CD-V, Franchise Tax and Corporate Income Tax Payment Vouchers - Pay your current year franchise and corporate income tax.

CD-V Amended, Amended Franchise Tax and Corporate Income Tax Payment Vouchers - Pay the tax on your franchise and corporate amended income tax.

E-Alerts – Click here to join our Tax Updates Mailing List. Mailings through this list will include bulletins, directives, and other important notices about law changes and related tax matters.

Web Site Survey – Help us make improvements to our web site by completing a short survey.

Click on **Motor Fuels E-File – File your Motor Fuels Tax returns (Excludes IFTA)** (fifth hyperlink down in the left column).

Gas-1209 Annual Terminal Operator Return
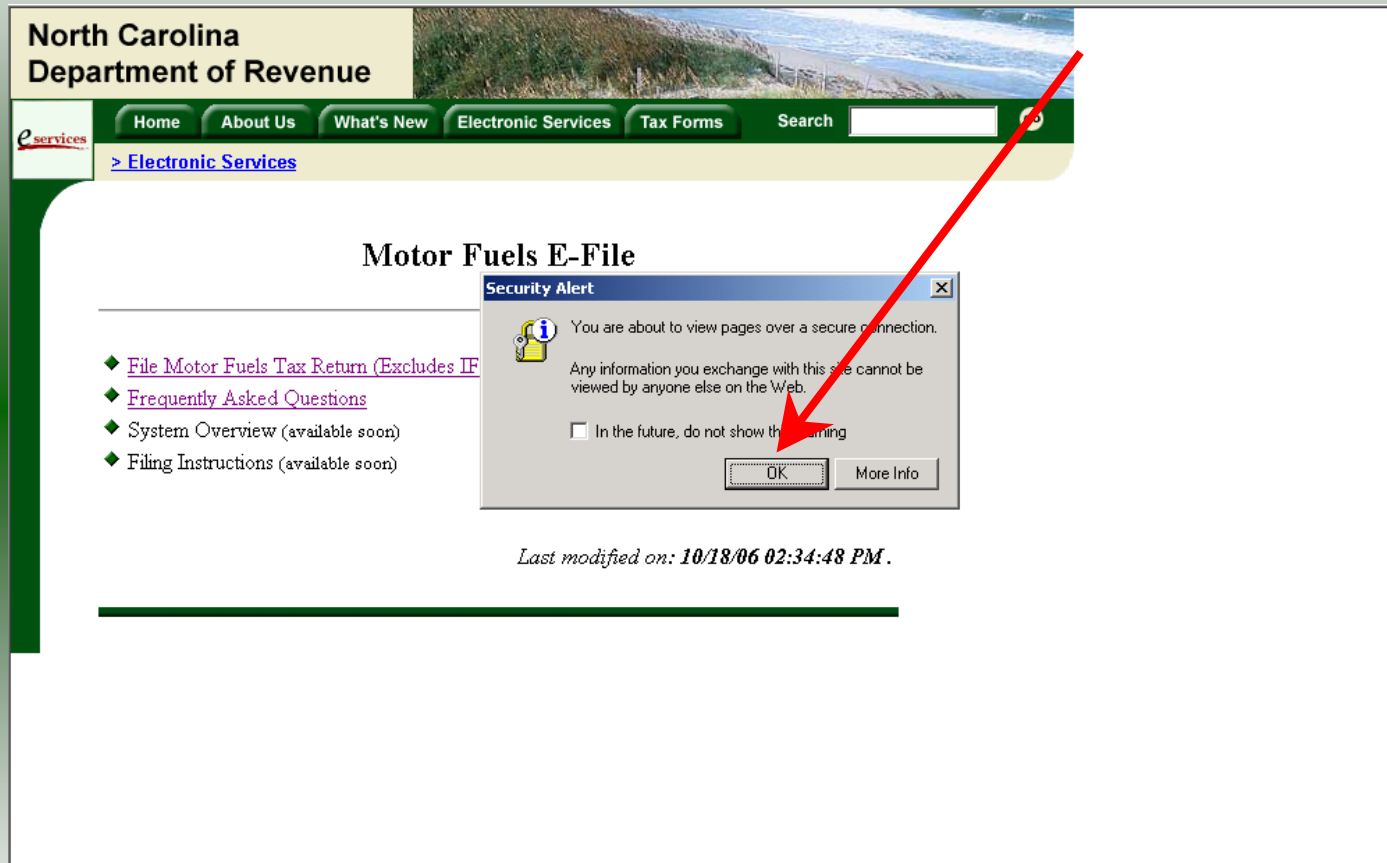
Click on **File Motor Fuels Tax Returns (Excludes IFTA)**.

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A message will display stating "You are about to view pages over a secure connection." Click **OK**.

Gas-1209 Annual Terminal Operator Return

Enter your User ID and password as established during the **Set-up Your Account** procedures. Click **Login**.

Gas-1209 Annual Terminal Operator Return

The Welcome Screen is displayed. Click the **Go To** button to access the Fuel Tracking System (FTS).

Gas-1209 Annual Terminal Operator Return
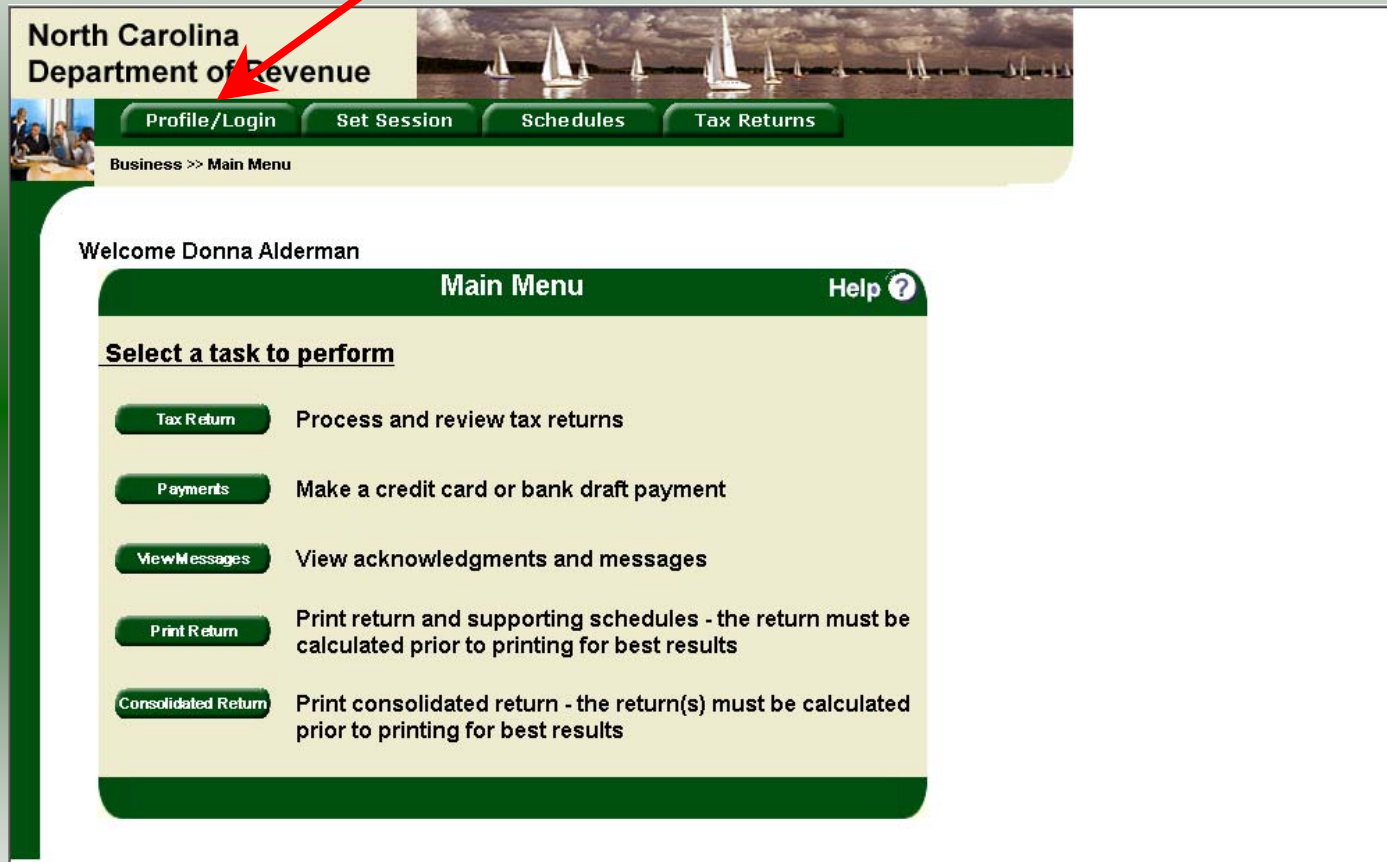
The **Choose Entity** screen will display. The user may only access entities which they have been given access, usually the access is for the displayed account only. Select the entity and click **Next**.

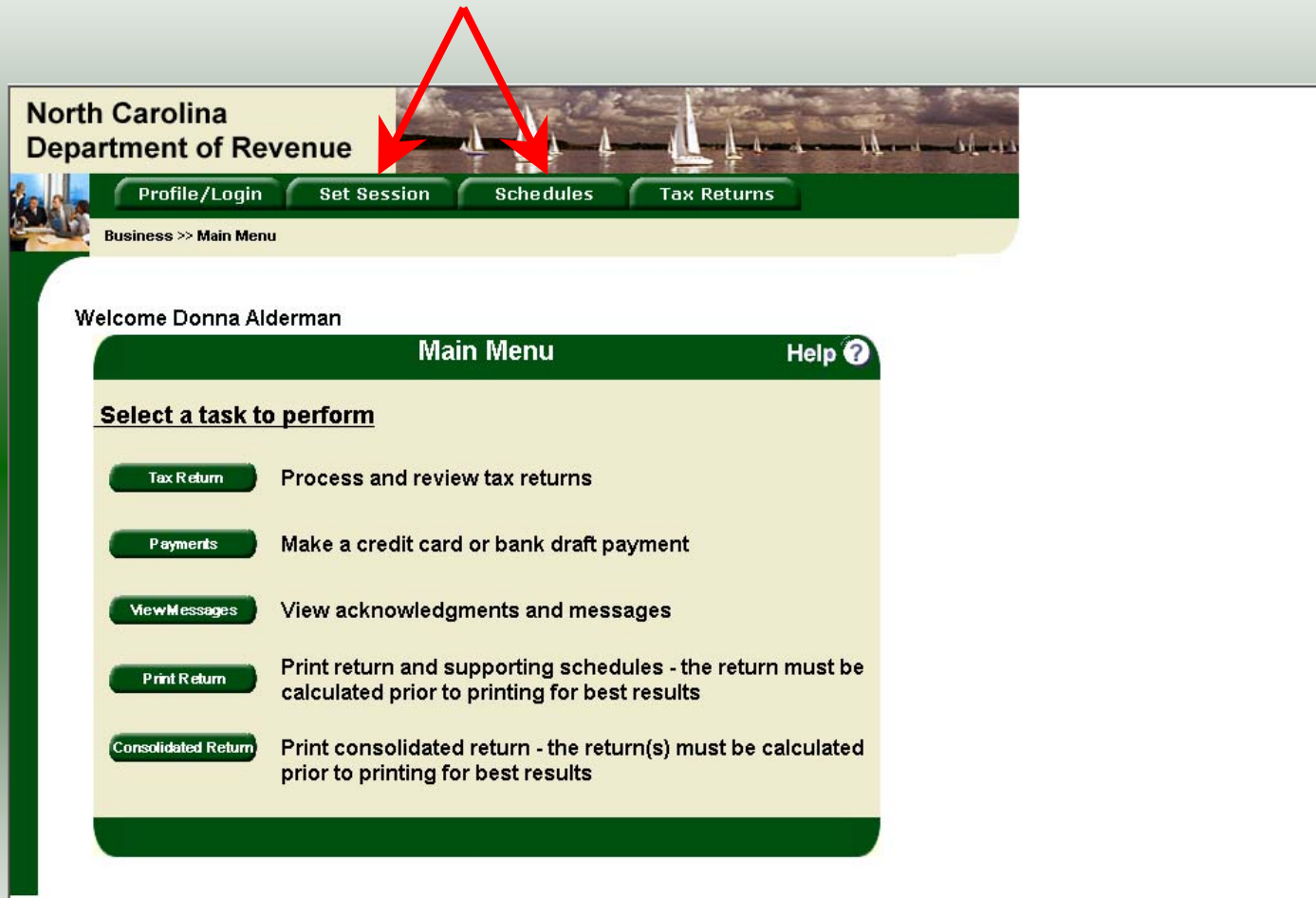# Gas-1209 Annual Terminal Operator Return

The **Main Menu** screen is displayed. An explanation for the buttons on the left of the screen and the tabs at the top of the screen are given on the next pages.
P**rofile/Login** tab returns the user to the **Welcome** screen to exit the FTS.

Gas-1209 Annual Terminal Operator Return

Set Session tab allows the user to identify the account type and return period for viewing or filing returns. **Schedules** tab allows the user to enter schedule data information.

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Tax Returns tab and button allows the user to process and view their tax returns.
Payments button allows the user to submit a payment without a return.

Gas-1209 Annual Terminal Operator Return

View Messages button allows the user to view return and payment confirmation screens. **Print Return** button allows the user to print any return submitted to the Division.

Gas-1209 Annual Terminal Operator Return

Consolidated button allows the users to print one return displaying the original filed return and all amended returns that were processed for the filing period session.

Gas-1209 Annual Terminal Operator Return

You must set the tax return session before proceeding. Click on the **Set Session** tab across the top of the screen.

Gas-1209 Annual Terminal Operator Return

The Session Selection screen is displayed. Click on **Account Type** and then scroll down the returns list until the **Annual Terminal Operator** is highlighted. Left click.

Gas-1209 Annual Terminal Operator Return

The **Session Selection** screen is displayed. Click the drop down arrow for **Month** and **Year** for the Reporting Period.

Gas-1209 Annual Terminal Operator Return

Click the drop down arrow for **Terminal Control Number** and select the terminal control number for the reporting terminal.

Gas-1209 Annual Terminal Operator Return

Verify the return period and terminal control number and click **New Session** to start entering the return information.

Gas-1209 Annual Terminal Operator Return

The **Session Information** screen is displayed. Review the Reporting Period and Account Type to ensure that the correct session was set. Click **Confirm**.

Gas-1209 Annual Terminal Operator Return

The **Main Menu** screen is displayed. Your Account Name, Account Number, Reporting Period, and Account Type are displayed above the Main Menu bar. Click on **Tax Returns** tab at the top of the screen or the button on the left side of the screen..

Gas-1209 Annual Terminal Operator Return

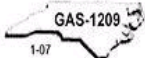| Month														
February	205,736	425,621	-2,600	0	-600	0	-4,107	0	-5,301	0	-5,000	0	-5,500	0
March	-105,277	53,510	-52,963	21,404	-397,846	32,106	-50,112	10,702	-37,479	10,702	-4,980	10,702	-4,049	10,702
April	10,686	53,510	29,237	21,404	357,572	32,106	-11,910	10,702	27,411	10,702	-6,286	10,702	-8,288	10,702
May	612	53,510	-12,048	21,404	-14,937	32,106	47,286	10,702	-3,068	10,702	-2,371	10,702	-900	10,702
June	2,001	0	1,700	0	800	0	506	0	100	0	300	0	400	0
July	0	0	0	0	0	0	0	0	0	0	0	0	0	0
August	0	425,621	0	0	0	0	0	0	0	0	0	0	0	0
September	0	0	0	0	0	0	0	0	0	0	0	0	0	0
October	0	0	0	0	0	0	0	0	0	0	0	0	0	0
November	0	0	0	0	0	0	0	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals (To Line 1)	79,363	1,065,282	-50,232	85,616	-75,348	128,424	-25,116	42,808	-25,116	42,808	-25,116	42,808	-25,116	42,808

Signature: _____ Title: [Title] Date: [2/14/2007]

I certify that, to the best of my knowledge, this return is accurate and complete.

Next

Page 2 of the return is displayed. The information displayed on the return is data obtained from the monthly Gas-1204 Terminal Operator return. Verify gallons for each month and product type. Scroll down and enter the **Title** and **Date.** Click **Next**.

Gas-1209 Annual Terminal Operator Return

Enter the **Contact Name** located under the address information and then moving to the check boxes in the upper right-hand corner of the return. Verify the gallons then scroll to the bottom of the screen.

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Verify any tax liability then click **Submit**.

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To pay by bank draft select the **Bank Draft** button at the **Payment Menu** screen..

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Enter the **Account Type**, **Bank Routing Number**, and **Bank Account Number**. There is no fee for payment by bank draft. Instructions are provided on the screen to identify the Bank Routing Number and the Account Number as displayed on the check.

Gas-1209 Annual Terminal Operator Return

After entering the bank account information scroll to the bottom of the page and click **Submit**.

Gas-1209 Annual Terminal Operator Return

The **Payment Verification** screen is displayed. Re-enter the **Bank Account Number.**
There are now two options: **Change Payment Type** or **Submit** the payment using the bank
draft. Click **Submit** to continue the bank draft payment.

Gas-1209 Annual Terminal Operator Return

The **Payment Verification** screen is displayed. Click **Submit** to complete the payment and display the **Return Confirmation** screen.

Gas-1209 Annual Terminal Operator Return

The **Return Confirmation Message** will display. Click **Next** to view the payment confirmation. Click the **Print** button to print this message for your records.

Gas-1209 Annual Terminal Operator Return

The **Payment Confirmation Message** will display. Click the **Print** button to print this message for your records. Click **Cancel** to return to the Main Menu to process another return. Click **Exit** to leave the Electronic Filing System.

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The **Payment Menu** is displayed. Instructions will be provided for paying by Credit/Debit Card and Bank Draft. To pay by Credit/Debit card select the **Credit/Debit Card** button**.**

Gas-1209 Annual Terminal Operator Return

To pay by Credit/Debit Card, enter the **Card Type**, **Card Account Number**, **Card Expiration Date**, and the **Zip Code** of the address where the credit card statement is mailed. For all Credit/Debit payments a $2.00 per $100.00 increment is charged.

Gas-1209 Annual Terminal Operator Return

After entering the credit card information scroll to the bottom of the page and click **Submit**.

Gas-1209 Annual Terminal Operator Return

*Card Expiration (Month/Year)

*Zip Code (Verification)   00005

Payment Amount $ 50.00

Convenience Fee $ 2.00

Total Amount $52.00

By submitting this form I hereby:
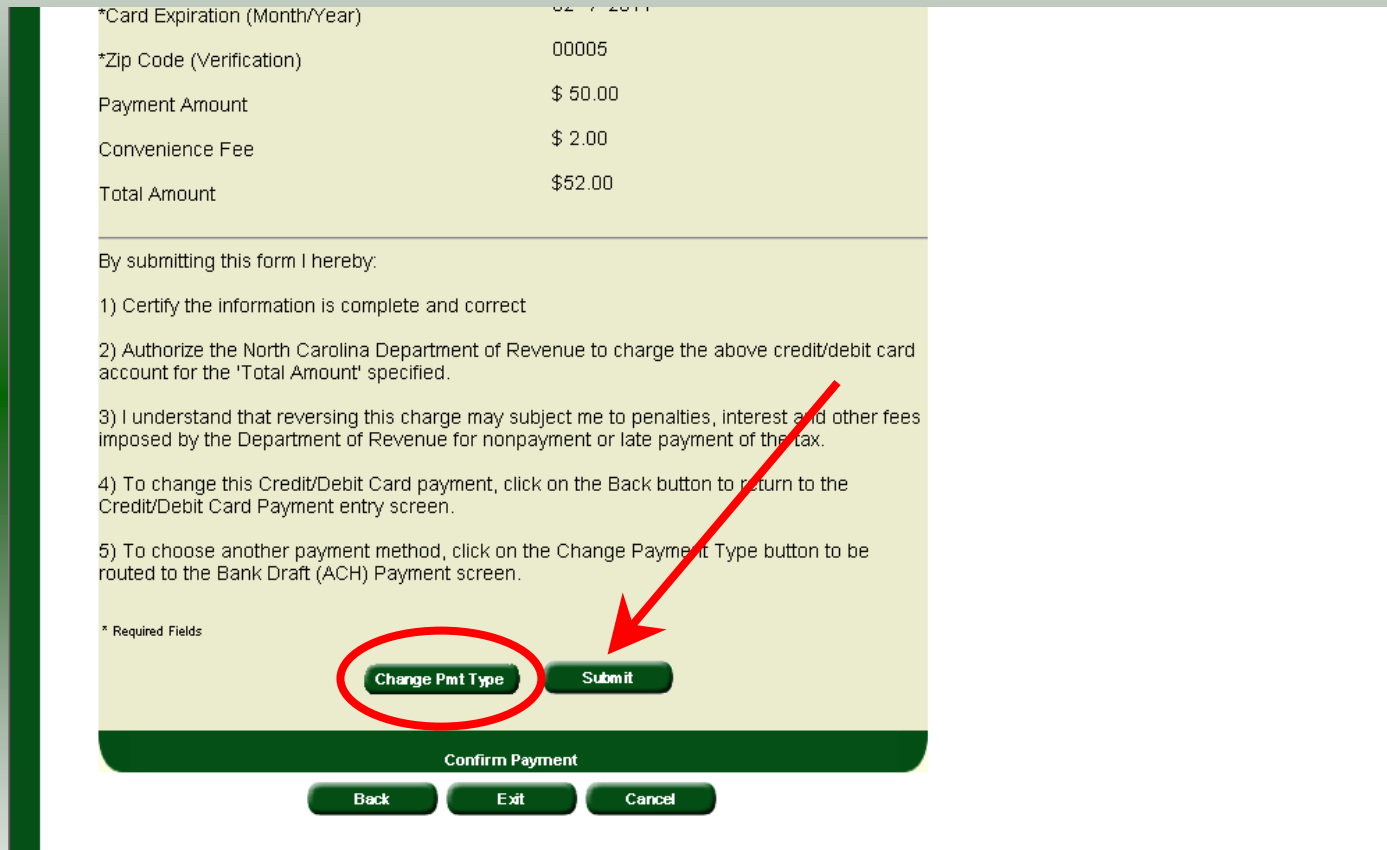
1) Certify the information is complete and correct

2) Authorize the North Carolina Department of Revenue to charge the above credit/debit card account for the 'Total Amount' specified.

3) I understand that reversing this charge may subject me to penalties, interest and other fees imposed by the Department of Revenue for nonpayment or late payment of the tax.

4) To change this Credit/Debit Card payment, click on the Back button to return to the Credit/Debit Card Payment entry screen.

5) To choose another payment method, click on the Change Payment Type button to be routed to the Bank Draft (ACH) Payment screen.

* Required Fields

[Change Pmt Type]   [Submit]

Confirm Payment

[Back]   [Exit]   [Cancel]

The **Payment Verification** screen is displayed. There are two options: **Change Payment Type** or **Submit** the payment using the credit/debit card. Click **Submit** to complete the payment and display the **Return Confirmation** screen.

Gas-1209 Annual Terminal Operator Return

The **Return Confirmation Message** will display. Click **Next** to view the payment confirmation. Click the **Print** button to print this message for your records.

Gas-1209 Annual Terminal Operator Return

The **Payment Confirmation Message** will display. Click the **Print** button to print this message for your records. Click **Cancel** to return to the Main Menu to process another return. Click **Exit** to leave the Electronic Filing System.

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If **Cancel** is selected the Main Menu screen is displayed. A new session must be set to continue processing returns.

Gas-1209 Annual Terminal Operator Return

Security Alert

You are about to leave a secure Internet connection. It will be possible for others to view information you send.

Do you want to continue?

☐ In the future, do not show this warning

[Yes] [No] [More Info]
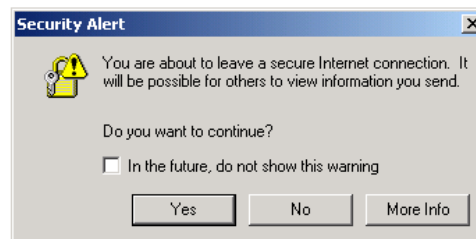
Click **Exit** to exit the Fuel Tracking System. A dialog box will display asking if you want to leave the secure internet connection. Click **YES**.

Gas-1209 Annual Terminal Operator Return

The Department of Revenue website Main screen is displayed. You have successfully filed your **Gas-1209 Annual Terminal Operator** return.

Gas-1209 Annual Terminal Operator Return

In the previous screens, instructions were provided to set a new session and complete a return. The Session Selection Screen allows access to view open or filed sessions as well as create an amended session. The options available are listed below.

1. **View an Existing Session**
2. **View a List of All Sessions**
3. **Create an Amended Session**

The following screens provide instructions for each of these functions.

Gas-1209 Annual Terminal Operator Return

To view an existing session, at the **Session Selection** screen click the drop down arrow for **Month** and **Year** for the Reporting Period and **Terminal Control Number**. Click **Existing Session**.

Gas-1209 Annual Terminal Operator Return

The **Session Selection Information** screen is displayed. Please note the **Status**. If this is Filed you may only view the information. If the status is Open you may modify the information. Click **Confirm**.

Gas-1209 Annual Terminal Operator Return

The **Main Menu** screen is displayed. You may view your return by clicking **Tax Return**, make a payment by clicking **Payment**, view messages by clicking **View Messages**, print the return by clicking **Print Return**, or view a consolidated return by clicking **Consolidated Return**.

Gas-1209 Annual Terminal Operator Return

From the **Set Session** screen, to view a list of all returns select the **Terminal Control Number** and then click **Session List**. No reporting period is required.

Gas-1209 Annual Terminal Operator Return

Click the radio button next to the return that you want to view. Click **Select**. Please note that the return not highlighted was submitted online by the taxpayer. Any returns highlighted in grey were processed by the Motor Fuels Tax Division.

Gas-1209 Annual Terminal Operator Return

The **Session Information** screen is displayed. Review the Reporting Period and Account Type to ensure that the correct session was set. Click **Confirm** to view the return.

Gas-1209 Annual Terminal Operator Return

Amend a previously filed return: At the **Session Selection** screen click the drop down arrow for **Month** and **Year** for the Reporting Period and **Terminal Control Number**. Click **Amendment**.

Gas-1209 Annual Terminal Operator Return

The **Session Information** screen is displayed. Review the Reporting Period and Account Type to ensure that the correct session was set. **Note: The sequence is 1 indicating an amended return.** Click **Confirm** to amend the return.

Gas-1209 Annual Terminal Operator Return

The **Main Menu** screen is displayed. Amend your return by clicking **Tax Returns**.

Gas-1209 Annual Terminal Operator Return

March	-105,277	53,510	-52,963	21,404	-397,846	32,106	-50,112	10,702	-37,479	10,702	-4,980	10,702	-4,049	10,702
April	10,686	53,510	29,237	21,404	357,572	32,106	-11,910	10,702	27,411	10,702	-6,286	10,702	-8,288	10,702
May	612	53,510	-12,048	21,404	-14,937	32,106	47,286	10,702	-3,068	10,702	-2,371	10,702	-900	10,702
June	2,001	0	1,700	0	800	0	506	0	100	0	300	0	400	0
July	0	0	0	0	0	0	0	0	0	0	0	0	0	0
August	0	425,621	0	0	0	0	0	0	0	0	0	0	0	0
September	0	0	0	0	0	0	0	0	0	0	0	0	0	0
October	0	0	0	0	0	0	0	0	0	0	0	0	0	0
November	0	0	0	0	0	0	0	0	0	0	0	0	0	0
December	500	208,000	0	0	0	0	0	0	0	0	-8,498	88,498	0	0
Totals (To Line 1)	79,863	1,273,282	-50,232	85,616	-75,348	128,424	-25,116	42,808	-25,116	42,808	-33,614	131,306	-25,116	42,808

Signature: _____

I certify that, to the best of my knowledge, this return is accurate and complete.

Title: **TITLE**   Date: **02/14/2007**

Next

Calculate   **View Delta**

The return should display the original data and any corrections. Review the information as filed for each monthly terminal operator return then enter the **Contact Title** and **Date**. To view only the changes made on the amended return click **View Delta**.

Gas-1209 Annual Terminal Operator Return

March	0	0	0	0	0	0	0	0	0	0	0	0	0	0
April	0	0	0	0	0	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0	0	0	0	0	0	0	0
July	0	0	0	0	0	0	0	0	0	0	0	0	0	0
August	0	0	0	0	0	0	0	0	0	0	0	0	0	0
September	0	0	0	0	0	0	0	0	0	0	0	0	0	0
October	0	0	0	0	0	0	0	0	0	0	0	0	0	0
November	0	0	0	0	0	0	0	0	0	0	0	0	0	0
December	500	208,000	0	0	0	0	0	0	0	0	-8,498	88,498	0	0
Totals (To Line 1)	500	208,000	0	0	0	0	0	0	0	0	-8,498	88,498	0	0

Signature: _____ Title: TITLE ___ Date: 02/14/2007

I certify that, to the best of my knowledge, this return is accurate and complete.

Next

Calculate   **View Consolidated**

Please set print orientation to LANDSCAPE

Page 2 of the return is displayed. After verifying the gallons click **Next**.

Gas-1209 Annual Terminal Operator Return

Review the calculations then enter the **Contact Name**. Click **Submit**.

Gas-1209 Annual Terminal Operator Return

If additional tax is due the **Payment Menu** screen will be displayed. Refer to the payment instructions beginning on **Slide 24** for submitting the payment. If no additional tax is due then a **Return Confirmation** screen will be displayed.

Gas-1209 Annual Terminal Operator Return

North Carolina Department of Revenue

Profile/Login | Set Session | Schedules | Tax Returns

Business >> Main Menu >> Tax Return >> Payment Menu >> View Messages

View Messages Help ?

Company Name	TRAINING 1
Account ID	12345678901
Return Confirmation Number	4710307000001
Return Received	04/13/2007 08:33 EDT
Filing Period	12/2006 - Amendment 1
Account Type	Annual Terminal Operator - T56NC9999

Please print for your records

Print | Exit | Cancel

If you are finished using the web application click **Exit**. A security dialog box will display. Click **Yes**. Your system will be redirected to the Department's website home page.