Kentucky Department of Revenue
Motor Fuels Taxes
User Guide
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**Welcome:** Internet filers have a new look and feel to your fuel tax reporting.

Get started by navigating to: [https://motorfuels.ky.gov/fuelweb/login](https://motorfuels.ky.gov/fuelweb/login)

### 1. Login
- To perform any processing on the system, enter your company’s Federal tax id # and the password issued to you by the KY Department of Revenue (DOR).
- Select “Login”.

![Login Screen](image)

#### 1.1 Reset Password
- Your first log-in will require you to reset your password (between 8-36 characters).
- Enter new password and confirm the new password.
- Select “Save New Password” Button to continue.
- “Save Successful” message will display in top right corner before going to the following screen:
1.2 Validate Address Information

- Verify that all information is correct. Please make any changes and then validate information by pressing “Contact and Address Validated” button.
- “Save Successful” message will display in top right corner before going to the next screen.

2. Dashboard

- Message of the Day displays important messages from DOR.
• Fuel Tax Reporting provides a menu to create new tax reports, upload EDI files, view your in-process tax reports, view your filed tax reports, and view licensed Kentucky distributors, terminal operators, and transporters.

• My Account is used to view your tax balance summary, account activity, manage your address, and manage your contacts.

2.1 Change Password

- Your new password cannot be the same as your existing password.
- Your new password must be 6 to 30 characters long.
- Contact DOR if you cannot log on after changing your password.
- Enter your Current Password.
- Enter your New Password.
- Re-Enter your new password in the Confirm New Password field.
- Press Save New Password.
2.2 Address Information

- Click on Address Information link to View, update, and create your physical and mailing address.

2.1.1 Add Address

- Click the Add Address button.
- The Edit Address screen will display.
- Select the Address Type and fill in the address details.
- Click Save Address to save your address information.
2.1.2 Edit Address

- Select an existing address from the Address grid. The Edit Address button will enable.
- Click the Edit Address button.
- The Edit Address Screen will display.
- Select the Address Type and fill in the address details
- Click Save Address to save your address information.
- You must have at least a mailing address on your account.
- Addresses you submit in your EDI file will update your address information.
2.2 Contact Information

2.2.1 Add Contact

- Click the Add Contact button.
- The Edit Contact screen will display.
- Enter the Contact Name
- Select the Contact Type. Enter Department, Phone, Fax, and Email.
- Click Save Contact to save your contact information.
2.2.2 Edit Contact

- Select an existing contact from the Contact grid. The Edit Contact button will enable.
- Click the Edit Contact button.
- The Edit Contact screen will display.
- Enter the Contact Name
- Select the Contact Type. Enter Department, Phone, Fax, and Email.
- Click Save Contact to save your contact information.
- You must have at least one Taxpayer contact on your account.
- Contacts you submit in your EDI file will update your contact information.
3. Create Report for Distributors

- Click on the Create Report for Distributor to start new report.

![Create Report for Distributors](image)

- You will see the below screen:

![No Activity Report](image)

4. No Activity Report

- Select your Report Period, Return Type, Filer type and check the No Activity Box.
- The Postmark and Filing type will auto-populate.
Click the Certification box to confirm that your return is ready to be submitted. The following message will display to confirm your certification:

Complete your certification by clicking “Yes, Continue” button.
The “Save Successful” message will display in the top right corner.
You may “Un-Certify” your return at any time prior to the 11:59 P.M. on the due date to modify your “original” return. Any return not certified by 11:59 P.M. on the due date will not be considered as filed.

5. Create a Distributor Report with Activity

Enter the Report Period.
The Return Type will auto-fill once the Report Period is selected for Original return.
Select the Filer Type.
(DELETE)
Click the Start Fuel Tax Report button.
After you have entered the report period, filer type, return type, and clicked the Start Fuel Tax Report button you are ready to add schedule (bill of lading) information to your report in the Schedules panel.

6. Schedules

- The Schedules panel is used to create, update and view bill of lading schedules and product on the fuel tax report. This panel shows the existing BOL data grouped by Schedule, Product, and Mode.
  
  - Select the Category.
  - Select the Schedule you want to add, the Product and the Mode.
  - Use the drop down box to display the schedule and fuel type (product codes) options shown below.
  - Click the Add Schedule button.
7. **Bill of Lading Information**
- This page is used to view, create, and edit Distributor fuel activity report BOLs. This page groups fuel activity by Schedule, Product, and Mode. Origins for this group are entered on this page. For each Origin, the BOL details are managed.

7.1 **Origin**
- The Schedule, Product, and Mode are carried from the Fuel Report Edit page Schedule panel. The Bill of Lading page is used to enter BOLs for an Origin Terminal.

1. There are many rules regarding the Origin, Seller, Buyer, and BOL entries on this page. The schedule selected will determine which fields are visible. The page will show you any errors with these fields when you click Save Bill of Lading.
2. Enter the Origin. The Origin Terminal field is an autocomplete. Start typing the terminal ID or terminal city in the field. A list of possible matches will display. Select an Origin from the list to auto-fill the Origin City, Origin State, and Facility. Otherwise, enter the Origin Terminal, Origin City, and Origin State manually.
3. For some schedules, the Seller Name will be pre-filled with your name. If the Schedule requires a Seller Name enter it. The Seller Name field is an autocomplete. Start typing the seller name or tax ID (if visible) to see a list of possible matches. When selecting the Seller Name from the list, the Seller Tax ID will auto fill. Otherwise, manually enter the Seller Name and Seller Tax ID.
4. If the Schedule requires a Buyer Name, manually enter the Buyer Name and Buyer Tax ID.
7.2 BOL Lines

7.2.1 Add Single Row (Add Row CTRL+A)
1. Click the Add Row button or press Control-A
2. A single BOL row will be added to the grid.

7.2.2 Add 10 Blank Rows (CTRL+T)
1. Click the Add 10 Blank Rows button or press Control-T
2. 10 BOL rows will be added to the grid if the page does not have more than 10 unsaved rows.

7.2.3 Delete Current BOL Row
1. Focus in row column and click the Delete Row (CTRL+D) button.
2. The row will be removed from the grid. Be sure to save to permanently delete

7.2.4 Save the Bill of lading
1. Press Save Bill of Lading or Save (CTRL+S) to save the page.
7.3 Copy Schedule

- You have the option to Copy Schedule by clicking Copy Schedule button.

- Make sure you change Origin City, Seller Name & Buyer Name

7.4 Fuel Report

- When you finished adding the BOL’s click Save and wait for the “Save Successful” message.
- Next, click Fuel Report and scroll down to see the summary of each schedule.
15

Click “Expand” to see the detail you entered.
You may edit your information any time before the due date by clicking the EDIT.
7.5 Fuel Summary Report

- Fuel Report brings you back to the first page of the current report. Click on Show Report Summary to check your totals
### Section I

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- Click “Fuel Report Summary” to view a PDF version of your tax report.

### Deductions

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- PDF Version of the Fuel Tax Report
If you are finished with your return, you may certify it at any time. Or if you leave it for another day to complete it will be In-Process until it is certified.

Click the Certification box to confirm that your return is ready to be submitted.

The following message will display to confirm your certification.

Complete your certification by pressing “Yes, Continue” button.
- Notice that the “Postmark” date displays upon certification. Until the due date, your return is considered “In-Process”.

8. In-Process Report

- To view your In-Process tax report(s) click on “Fuel Report List” button.
The following screen will display

- To review any In-Process tax reports, click on Pencil Icon.

From this page you can:
- Click Show Report Summary Button to view summary
- Click Print Period Schedules to print filed schedules
- Click Delete Fuel Report to delete the report
- Select Categories, Schedules, Product and Mode to add more schedules
- Click Fuel Report List to view the In – Process report list
- Click on Certification to certify the return
• Uncheck the certification box to make changes to your report.

• Re-certify your report after changes have been made. A new postmark date will be applied. Your report is available for Un-Certification until the due date. After that date an amended report is required to make changes.

9. Filed Report

• This page is used to view all the filed fuel tax reports.

• Click On the drop down to View summary or Amend report
9.1 View Summary

9.2 Create Amended Return

- Click on Create Amended Report to create an amended return
- Report Period, Return Type and Filer Type is auto populated
10. Create Report for Terminal Operator

- Click on Create Report for Terminal Operator to file a new Terminal Operator report.

- Select Report Period, Return Type, Filer Type, Account Number
- Enter Beginning and Ending Inventory Information as necessary
- Select the schedule
- Enter the BOL information (See Section 7 for additional information)

- To view the summary click on Show Report Summary.

- If you change the start inventory and end inventory to update on the summary report click save fuel tax report
- Click on the Fuel Report Summary to Print the summary report

- Click on the pencil sign to view In – Process report

- Select a Terminal Operator Account number

- Click on Create Amended Report to create an amended return

- Report Period, Return Type and Filer Type is auto populated

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<th>Type</th>
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11. Create a Transporter Report

- Click on Create Report for Transporter link to file a new Transporter report.

- Select the report period, return type, filer type, account number and click on start fuel tax report

- Select the schedule
- Enter the BOL information and save the BOL information (See Section 7 for additional information)

- Below is the report summary Click on Fuel report show report summary.
12. Upload EDI file

- Click to upload the file
To upload EDI files containing fuel tax report data, choose the EDI file and click the Save EDI File button.
- Click Choose File to find the EDI file. The file must be a text file (*.txt) or EDI (*.EDI) or (*.dat).
- Browse for the EDI file.
- Click Save EDI File.
- The EDI file will be uploaded. If errors are encountered during the upload and parsing process, a message will be displayed.
- The EDI fuel tax report will automatically certify if there are no errors.
- You must fix any errors and certify your EDI file before it will be sent to DOR.
- To edit the fuel tax report, use the In-Process Fuel Tax Report List.

Click Save EDI File – pop up message “Please wait while the EDI file is uploaded”

If the system encounters any errors during upload error message will be displayed on the screen. Please see example below.