

Comdata Fuel Tax Services Frequently Asked Questions (FAQ)

Overview

1. What is Comdata Fuel Tax Services?

Comdata Fuel Tax Services provides a convenient and simplified solution to filing fuel taxes by integrating our systems with your Comdata fuel cards. Each time a driver swipes their card to purchase fuel, transaction details are fed to Comdata for fuel tax reporting purposes. In addition, if a vehicle has a GPS device, mileage and trip details can also be captured. Comdata's Fuel Tax Services can help alleviate several of the burdens involved with filing fuel taxes, such as recording trip mileage details, and manually entering information from driver logs. You can also electronically manage all of your fuel tax data on the Comdata Fuel Tax Services website. With Comdata Fuel Tax Services, you can automate your fuel tax processing.

Note: Your drivers must be using Comdata fuel cards to participate. If not, contact a Comdata Representative to begin using Comdata as your source for fuel payments!

2. What are the benefits to me and my company?

Comdata's Fuel Tax Service options provide a wide number of benefits, such as:

- Automated fuel and mileage data collection through integration with Comdata cards and GPS device pings
- Reduced time, cost, and paperwork spent filing fuel taxes
- Alleviated burden of manually entering receipts and mileage details
- Training and support from Comdata's experienced team of Client Administrators (CA)

3. How does the process work?

During enrollment, you will pick one of the following options:

- **Fuel Tax Premium.** The full service package where Comdata captures data from your Comdata fuel cards and you can send receipts and mileage logs to Comdata to assemble and complete the IFTA return on your behalf. In addition, you gain access to Comdata's highly experienced Client Administrators (CA) and our Audit Support staff to assist you during audits.
- **Fuel Tax Plus.** This package allows for both electronic and manual data collection. Fuel data is captured from Comdata cards, but you can also utilize GPS, dispatch, and paper trip and mileage data for both electronic and manual entry.
- **Fuel Tax Pro.** The fully electronic data collection solution that not only captures fuel transactions from Comdata cards, but also mileage data from GPS pings. Fuel Tax Pro is designed to help you save time and significantly reduce tax filing paperwork.

Comdata Fuel Tax Services Website

1. Where do I access my fuel tax data?

You can access and manage all of your fuel tax data on the Comdata Fuel Tax Services website: <https://www.itiadvantage.com/logon.asp>.

2. Which internet browsers are compatible with the Fuel Tax website?

Internet Explorer (versions 9 and above) is the only compatible browser. You may need to adjust the compatibility view settings for optimal experience in the website.

3. What do I do with the data on the Comdata Fuel Tax website?

The data is there for you to manage and update as necessary, such as adding tractors, editing parameters on tractors, correcting errors in data, etc. When you close a period, use the **Reports** tab to run the necessary reports to file your taxes, which include:

- Miles Per Gallon (MPG1)
- Fuel Tax by State (T1)
- Road/Distance Tax by State (T2)
- IFTA Tax Return - XX (X = state abbreviation)

Note: Based on your company's travel, you may also be required to run the following:

- Kentucky Weight Distance Tax Form report (TKY)
- New Mexico Weight Distance Tax Report (TNM)
- New York Highway Use Tax Return (TNY)
- Oregon Distance Tax Report (TOR)

4. Can the Fuel Tax website provide a total miles report for the year by state?

Yes, within the Reports tab, you can run a Tractor Miles for State report (M40), Miles by State Report (M50), or Fleet Miles by State report (M60). Each report provides detailed mileage data and can be generated for a month, quarter, year or more.

5. Why does the word "Draft" appear on my fuel reports?

Clean copies of reports are not available in the Fuel Tax Services website until a period has closed. *Do not* use reports with the "Draft" mark to file taxes.

6. I imported data into the Comdata Fuel Tax website, but don't see it. Why?

Data is available in the website 48 hours after it is imported.

7. What if I don't see any miles for a tractor that should have miles?

Confirm that the travel source is tied to the tractor. If that does not solve the miles issue, call a Comdata Fuel Tax Client Representative at 1-888-258-8829.

Additional Information

1. How do I set up an IFTA account or a new account for a jurisdiction?

Contact the Comdata Licensing Department at 1-800-749-7122 or visit your home state's motor carrier website for step-by-step instructions.

2. If a driver has a GPS, will they need to continue filing paper trip sheets?

No, however you are required by IFTA to provide supporting documentation around your mileage including odometer readings and routes of travel.

3. Can multiple fleets report to one single IFTA?

Yes.