

**INTERNATIONAL FUEL TAX AGREEMENT (IFTA)
OPERATING MANUAL FOR BC CARRIERS - 2007**

**INTERNATIONAL FUEL TAX AGREEMENT (IFTA)
OPERATING MANUAL FOR BC CARRIERS - 2007**

TABLE OF CONTENTS

I. Introduction	3
II. Definitions	4
III. Qualifications for IFTA in British Columbia.....	7
IV. Application for IFTA carrier Licence and Decals	8
V. IFTA Credentials	9
VI. Annual Renewal Procedures.....	11
VII. Reporting Requirements	12
VIII. Assessments for Failure to File Returns	16
IX. Tax Refunds	16
X. Licence Cancellation, Suspension, Revocation and Reinstatement.....	17
XI. Record-Keeping Requirements	18
XII. Leased Motor Vehicles	20
XIII. Audits and Inspections	21
XIV. Appeal Procedures	22

Appendices

A. Additional Web Based Information Sources	24
B. IFTA Licensee: Summary of Responsibilities	25
C. 2007 IFTA Carrier Licence Renewal Notice	27
D. IFTA Carrier Licence Application: Instructions.....	28
E. IFTA Jurisdictions And Abbreviations.....	30

I. INTRODUCTION

Overview

The International Fuel Tax Agreement (IFTA) is a multi-jurisdictional agreement which establishes a single system for administering and collecting fuel taxes from interjurisdictional carriers. Under the Agreement, a carrier registers with its base jurisdiction and receives credentials which allow the IFTA licensee to travel in other IFTA member jurisdictions. Carriers file a single quarterly tax return and payment to their base jurisdiction for travel in other IFTA jurisdictions. Base jurisdictions process the tax returns and distribute taxes based on where fuel is consumed. Base jurisdictions also audit its carriers on its own behalf and on the behalf of other members

This manual outlines a carrier's responsibilities as a participant of IFTA but does not supersede or replace the legislative requirements under the *Motor Fuel Tax Act* (MFTA). If you have questions concerning IFTA, please contact the Consumer Taxation Branch, Fuel Tax Section in Victoria at 250 387-0635 or fax 250 387-5882. In Vancouver call 604 660-4524 **and request a transfer to 250 387-0635**. For toll-free access elsewhere in BC call 1 877-388-4440 **and request a transfer to 250 387-0635**.

This manual and other related information regarding IFTA is available electronically (see Appendix A). A summary of IFTA licensee responsibilities outlined in this manual is provided in Appendix B of this manual.

Background

Prior to IFTA, carriers were required to register with each jurisdiction in which they travelled, obtain permits, and periodically file fuel tax returns. A carrier travelling across North America could be required to file more than 200 fuel tax returns and applications per year. Jurisdictions also had different information requirements, tax returns, and due dates.

In 1983, the states of Arizona, Iowa, and Washington entered into a fuel tax agreement (IFTA) with the objectives of simplifying reporting requirements and providing uniform laws for the administration and collection of fuel consumption taxes for interjurisdictional carriers.

In 1991, the United States Congress passed legislation, the *Intermodal Surface Transportation Efficiency Act*, **ISTEA** (ICE TEA), under which all states that required carriers to report their fuel consumption, were required to join IFTA by September 30, 1996. States that did not join IFTA lost both federal highway funding and the right to tax fuel purchased outside their state boundaries but consumed within their state boundaries.

British Columbia has a significant interjurisdictional trucking industry, and joined IFTA effective January 1, 1996. Currently, 58 North American jurisdictions are IFTA members. Only Alaska, the District of Columbia, Hawaii, the Yukon Territory, Nunavut, the Northwest Territories, and Mexico are not members of IFTA.

IFTA Administration

The IFTA Agreement is administered by its member jurisdictions, which determine the administrative policies, procedures and audit guidelines, and may amend the terms of the Agreement. Tax administrators from the IFTA member states and provinces hold annual meetings to discuss proposed amendments and other matters relating to the performance of the Agreement. IFTA members have created an organization called the International Fuel Tax Association, Inc. (IFTA, Inc.) in Chandler, Arizona, which maintains the Agreement's archives and conducts housekeeping and other administrative functions for its members.

Advantages of IFTA Membership for Carriers

Advantages of IFTA membership for carriers includes:

- 1) A single annual fuel tax licence authorizing a vehicle to travel in all IFTA member jurisdictions.
- 2) A single quarterly tax return filed with the base jurisdiction covering a carrier's operations in all IFTA jurisdictions.
- 3) Comprehensive audits conducted by the base jurisdiction on behalf of all member jurisdictions, instead of numerous individual audits conducted by each jurisdiction.

II. DEFINITIONS

Audit:

A physical examination of the records and source documents supporting the licensee's quarterly tax returns.

Base Jurisdiction:

The member jurisdiction where qualified motor vehicles are based for vehicle registration purposes (i.e., where the vehicle is plated and insured) and:

- Where operational control and operational records of the licensee's motor vehicles are maintained or can be made available; and
- Where some travel is accrued by qualified motor vehicles within the fleet.

The Commissioners of two (2) or more affected jurisdictions may allow a carrier to consolidate the reporting for fleets of vehicles which would otherwise be based in two (2) or more jurisdictions.

Branch:

British Columbia's (BC) Consumer Taxation Programs Branch, which includes the Fuel Tax Section.

Cancellation:	The withdrawal of a carrier's IFTA licence and privileges at the request of the Licensee.
Carrier:	A person who owns or operates one or more motor vehicles used interprovincially or internationally for the commercial carriage of passengers or goods.
Commissioner:	The official designated by the member jurisdiction to be responsible for the administration of IFTA.
Gross Vehicle Weight (GVW):	The current weight of a vehicle on the ground which varies depending on the weight of a vehicle, the weight of passengers, cargo, fuel, and accessories added to the vehicle after purchase, and is different than Registered Gross Vehicle Weight (RGVW).
IFTA Carrier Licence:	A licence issued in accordance with the International Fuel Tax Agreement (IFTA).
IFTA Decal:	A decal issued in accordance with the International Fuel Tax Agreement (IFTA).
IFTA Licensee:	A person who holds a valid IFTA Carrier Licence and is also referred to as a licensee.
Jurisdiction:	A province or territory of Canada, a state of the United States, the District of Columbia or Mexico.
Lessee:	A person who acquires (e.g., rents or leases) a motor vehicle, with or without a driver, from another person.
Lessor:	A person granting the use of a motor vehicle, with or without a driver, to another person.
Member Jurisdiction:	A jurisdiction which is a member of the International Fuel Tax Agreement.
Motor Fuels:	All fuels used for the generation of power for propulsion of qualified motor vehicles.
Motive Fuel Tax Trip Permit:	A temporary fuel tax trip permit issued (i.e., on a trip by trip basis) by jurisdictions allowing a carrier to enter that jurisdiction without IFTA credentials. In British Columbia, the permit, called a "Temporary Motive Fuel User Emblem" (Form MV4001), is issued at Inspection Stations (formerly known as Weigh Scales). It is also referred to as a motive fuel user permit or trip permit, but is different than the temporary insurance permits also issued at the Inspection Stations.

MFTA:	British Columbia's <i>Motor Fuel Tax Act</i> .
Qualified Motor Vehicle:	<p>A motor vehicle used, designed, or manufactured for the transportation of persons or property, and:</p> <ol style="list-style-type: none">1) Has two (2) axles and a gross vehicle weight or registered gross vehicle weight exceeding eleven thousand seven hundred and ninety seven (11,797) kilograms or twenty-six thousand (26,000) pounds; or,2) Has three (3) or more axles regardless of weight; or,3) Is used in combination with a trailer when the weight of such combination exceeds eleven thousand seven hundred and ninety seven (11,797) kilograms or twenty-six thousand (26,000) pounds gross vehicle weight. <p>Notes:</p> <ul style="list-style-type: none">• A power unit, with two (2) axles, pulling a trailing unit, and the combined GVW or RGVW is less than eleven thousand seven hundred and ninety seven (11,797) kilograms or twenty-six thousand (26,000) pounds is not a qualified motor vehicle.• Qualified motor vehicles do not include recreational vehicles.
Recreational Vehicles:	Recreation vehicles are vehicles such as motor homes, pickup trucks with attached campers, and buses used exclusively for personal use by an individual. To qualify as a recreational vehicle, the vehicle cannot be used in connection with any business endeavour (e.g., not depreciated for income tax purposes, has no business advertising, and a commercial driver's licence is not required to operate it).
Registered Gross Vehicle Weight (RGVW):	The maximum licensed weight capacity of a vehicle, which is different than the Gross Vehicle Weight Rating (GVWR) established by the vehicle's manufacturer, and different than the Gross Vehicle Weight (GVW).
Reporting Period:	A period of time consistent with the calendar quarterly periods of January 1 through March 31 (Q1); April 1 through June 30 (Q2); July 1 through September 30 (Q3), and October 1 through December 31 (Q4).
Revocation:	The withdrawal of a carrier's IFTA licence and privileges by the licensing jurisdiction for reasons of non-compliance.
Taxable Distance:	The total kilometres travelled by a licensee's IFTA 'decaled' motor vehicles within a member jurisdiction, including kilometres operated under an IFTA temporary permit. Taxable distance does not include kilometres while operating on a Motive Fuel Tax Trip Permit or those exempted from fuel taxation by a jurisdiction.

Temporary Permit: A thirty (30) day permit issued by a jurisdiction allowing an IFTA licensee to put a qualified motor vehicle into service immediately without displaying IFTA decals (e.g., the licensee does not have decals available).

Total Distance: All kilometres travelled during the reporting period by every IFTA 'decaled' motor vehicle in the licensee's fleet, regardless of whether the kilometres are considered taxable or non-taxable by a member jurisdiction.

III. QUALIFICATIONS FOR IFTA IN BRITISH COLUMBIA

British Columbia as Your Base Jurisdiction A carrier may qualify for an IFTA Carrier Licence in British Columbia if the:

- Carrier's qualified motor vehicles are registered in British Columbia.
- Carrier has an established place of business in British Columbia from which carrier operations are performed.
- Carrier maintains the operational control and operational records for qualified motor vehicles in British Columbia or can make those records available in British Columbia.
- Carrier has qualified motor vehicles that travel on British Columbia highways; and
- Carrier is operating one (1) qualified motor vehicle in at least one (1) other IFTA member jurisdiction.

If a carrier qualifies as an IFTA licensee but does not wish to participate in the IFTA program, Motive Fuel Tax Trip Permits **must** be obtained to travel through member jurisdictions, according to the regulations of each member jurisdiction. In British Columbia these permits are issued by the Inspection Stations and called Motive Fuel User Permits (MV4001).

A carrier based in a jurisdiction that is not an IFTA member (i.e., Yukon, Alaska, Northwest Territories, and Nunavut) may apply to British Columbia for licensing if it operates in BC. British Columbia may accept or reject the application. If accepted, the carrier must agree to make its operational records available for audit in British Columbia, or to pay reasonable per diem travel expenses for auditors to audit its records located outside BC.

BC may reject an application or renewal if the carrier (or its owners, officers, or directors) has a history of non-compliance with the branch or other taxation authorities, if the applicant has failed to file timely returns or remit taxes as required or if a branch audit or inspection indicates non-compliance with the *Motor Fuel Tax Act*.

British Columbia may register an out-of province applicant with this type of compliance history, but the carrier may be requested to post a bond with the province.

IV. APPLICATION FOR IFTA CARRIER LICENCE AND DECALS

IFTA Carrier Licence Application

A carrier may obtain British Columbia's application form by:

1. Internet:

Download from Internet <http://www.sbr.gov.bc.ca/ctb/IFTA.htm>

(Under "Forms" select FIN 363)

2. Phone, fax, or e-mail:

Phone:

In Victoria call 387-0635

In Vancouver call 604 660-4524 **and request a transfer to 250 387-0635.**

For toll-free access elsewhere in BC call 1 877 388-4440 **and request a transfer to 250 387-0635.**

Fax:

250 387-5882

E-mail:

FuelTax@gov.bc.ca

3. Mail:

Fuel Tax Section
Consumer Taxation Programs Branch
PO Box 9442, Stn Prov Govt
Victoria BC V8W 9V4

4. Courier:

Fuel Tax Section
Consumer Taxation Programs Branch
1802 Douglas St
Victoria BC V8T 4K6

IFTA Licence Procedures

To apply for an IFTA Carrier Licence in British Columbia, a carrier must submit the following to the Fuel Tax Section for processing:

1. A completed *Application for a Carrier License* form (FIN 363) providing basic information about the carrier and its operations (see Appendix C for additional information).

2. New carriers/first time applicants are required to pay the annual licence fee of one hundred dollars \$100, plus a one-time initiation fee of two hundred dollars (\$200). For carriers renewing their IFTA Carrier Licence, the annual licence fee is one hundred dollars (\$100). All payments must be made in Canadian funds, payable to the Minister of Finance.

Once the branch has received, processed and approved a carrier's application package:

- A tax account number will be issued to the IFTA licensee, using the prefix designated for British Columbia "BC3" followed by a unique eight (8) digit number. This account number will be used in future correspondence with the licensee and with other IFTA member jurisdictions regarding the licensee.
- IFTA credentials (i.e., licence and decals) will be issued and sent to the licensee.

The branch will **not** issue an IFTA licence if:

- The application form is unsigned, incomplete, or contains misrepresentations, or misstatements.
- The initiation fee and/or annual licence fee is not paid.
- The carrier was previously licensed in another IFTA member jurisdiction and the IFTA licence is under suspension or has been revoked by that member jurisdiction.
- If taxes or returns are still owing to a member jurisdiction.

Bonding

Bonds may be required from an IFTA Licensee to protect the interests of member jurisdictions. This may occur if:

- The carrier's owner(s), director(s), or officer(s) have a history of non-compliance with the branch or other taxation authorities.
- The licensee fails to file timely returns or remit taxes as required.
- If an audit or inspection indicates non-compliance with the *Motor Fuel Tax Act*.

V. IFTA CREDENTIALS

IFTA Carrier Licence

An IFTA Carrier Licence or a legible photocopy of the licence must be carried in each qualified motor vehicle. Each licence identifies the licensee and the serial numbers of the decals covered by the license. Failure to carry a copy of the appropriate licence in the vehicle may subject the vehicle operator to the purchase of Motive Fuel Tax Trip Permits, and/or citations, and/or fines each time the vehicle enters an

IFTA jurisdiction.

An IFTA Carrier Licence is valid from the date of issue to December 31 of the same calendar year.

IFTA Decals

A set of two decals is required for each qualifying motor vehicle operated by the licensee. These must be displayed on both sides of the exterior of the cab. Detailed placement and application instructions are provided on the back of each set of decals. Carriers must also ensure that the serial numbers listed on the carrier licence carried in each vehicle correspond to the serial number on the decals placed on the cab of the vehicle. Failure to display a set of two decals appropriately placed on the vehicle and which correspond to the IFTA licence, may subject the vehicle operator to the purchase of Motive Fuel Tax Trip Permits, and/or citations, and/or fines each time the vehicle enters an IFTA jurisdiction.

The application form for an IFTA Carrier Licence asks for the number of qualifying vehicles in the carrier's fleet as well as the number of sets of decals required. Carriers should request a sufficient number of decal sets to reasonably meet annual operational requirements. However, the branch reserves the right to review unusually large requests.

If additional decals are required during the year, a supplementary IFTA Licence will be issued covering the serial numbers of the additional decals. If additional decals are required to place a qualified vehicle into immediate operation, please request a Temporary Permit.

IFTA licensees are responsible for ensuring that decals are properly distributed and accounted for (e.g., a log of decals issued, to which vehicle, and the date attached). Licensees are also responsible for ensuring that distances travelled by all 'decaled' vehicles are reported on its quarterly tax returns. For audit purposes, records and supporting tax returns must be kept a minimum of four years, from the date the tax return is submitted.

IFTA decals are valid from the date of issue to December 31 of the same calendar year but may be displayed one month early. If the licensee chooses to display IFTA credentials early (e.g., in December 2006, it displays 2007 decals) there must also be a current IFTA Carrier Licence and a current set of decals appropriately placed on the vehicle.

Temporary Permits

An IFTA licensee may contact the branch and request a Temporary Permit if the licensee does not have additional decal sets available

and needs to put a qualified motor vehicle into service immediately. Temporary Permits will not be issued unless the licensee's account is in good standing. Requests for Temporary Permits are expected to be rare as carriers are encouraged to maintain an inventory of decals for immediate use.

A Temporary Permit is valid for thirty (30) days and must be placed, along with a legible copy of the IFTA Carrier Licence, in the qualified motor vehicle for which the permit was ordered. Temporary Permits will be faxed to the licensee, and the supplemental IFTA Licence and decals to replace the Temporary Permit will be mailed to the licensee for the qualified motor vehicle within the thirty (30) day period.

VI. ANNUAL RENEWAL PROCEDURES

IFTA Carrier Licence Renewal Application

To renew an IFTA Carrier Licence in British Columbia a carrier must submit to the Fuel Tax Section, for processing:

1. A completed *Application for a Carrier Licence* form (FIN 363). A pre-printed application for the next calendar year will be sent out in October to all active or current licensees.
2. The annual licence fee of one hundred dollars (\$100). All payments must be made in Canadian funds by cheque or money order and payable to the Minister of Finance.

Once the branch processes and approves the application, a new IFTA Carrier Licence will be issued along with decals for each qualified motor vehicle operated by the licensee.

As previously identified:

1. The branch will **not** renew an IFTA licence if:
 - The application form is unsigned, incomplete, or contains misrepresentations, or misstatements.
 - The annual licence fee is not paid.
 - There are any delinquent returns or payments owing to British Columbia.
 - The carrier was previously licensed in another IFTA member jurisdiction and the IFTA licence is under suspension or has been revoked by that member jurisdiction.
 - Taxes or returns are still owing to a member jurisdiction.
2. IFTA licensees are responsible for ensuring that:
 - Photocopies of the new licence are placed in each vehicle.
 - The new decals are properly distributed and accounted for (i.e., a log of decals issued, to which vehicle, and the date attached).
 - In the case of additional decals received during the year, the

serial numbers listed on the supplementary IFTA Licence match the serial number of the new decals placed on the vehicle's cab.

- Distances travelled by all IFTA 'decaled' motor vehicles are reported in quarterly tax returns and that these records are kept for audit purposes for a minimum of four years from the date the tax return is submitted.
3. A qualified motor vehicle will not be considered to be operating under the IFTA Agreement unless the vehicle is carrying the appropriate current IFTA Carrier Licence or legible photocopy and a set of two decals is correctly placed on the vehicle. Decals must be displayed on the exterior portion of both sides of the cab. Detailed placement instructions are provided on the back of each set of decals. Failure to display a copy of the licence or decals may subject the vehicle operator to the purchase of Motive Fuel Tax Trip Permits, and/or citations, and/or fines, each time it enters an IFTA jurisdiction.
 4. IFTA Licence and decals are valid from the date of issue to December 31 of the same calendar year but may be displayed one month early. If the licensee chooses to display IFTA credentials early (e.g., in December 2006 displays 2007 decals) there must also be a current IFTA Carrier Licence and a current placed on set decals appropriately placed on the vehicle.

VII. REPORTING REQUIREMENTS

Quarterly Return Due Dates

Tax returns and the full payment of any taxes owing are due quarterly, on or before the last day of the month following the end of the reporting period, **even if there was no travel activity outside of British Columbia during the quarter.**

Quarter	Reporting Period	Due Date
1st Quarter	January, February, March	April 30 th
2nd Quarter	April, May, June	July 31 st
3rd Quarter	July, August, September	October 31 st
4th Quarter	October, November, December	January 31 st

If the last day of the month is a Saturday, Sunday, or legal holiday, the next business day is considered the due date. If the return is not filed by the due date, it is considered delinquent and the licensee will be subject to penalty and interest provisions prescribed by the MTF and IFTA Agreement.

For quarterly returns to be considered on time, the following is required:

- Mailed returns with full payment of any taxes owing must be postmarked on or before the due date; or
- If not mailed, returns with full payment of any taxes owing, must be received and date-stamped by a Consumer Taxation Branch office or a Government Agent's office on or before the due date; and
- In all cases, payments must be negotiable on or before the due date, and payable in Canadian funds to the Minister of Finance.
- If your return indicates no tax due, you may choose to either fax or mail it on or before the due date.

Please do not file multiple copies of the same return (e.g., both mail and fax the same return) as this impacts on the branch's ability to process your returns and refund requests in a timely manner.

The branch will send pre-printed IFTA quarterly tax returns to all IFTA licensees at least thirty (30) days prior to the due date of the return.

Current tax rates will be provided for all member jurisdictions with the IFTA quarterly return. Additional information on the application of fuel taxes in specific jurisdictions may be available in Footnotes to IFTA's Tax Rate Matrix. To view these footnotes, go to IFTA's website at <http://www.iftach.org/>, click on "Tax Rates", and select the appropriate reporting quarter.

A carrier which does not receive its quarterly tax return through the mail should contact the branch. Failure to receive the quarterly tax return form does not relieve the licensee of its reporting obligations.

Quarterly Return Content

Quarterly tax returns are used to determine the tax due for, or refund due from, each member jurisdiction. Carriers may complete:

1. The paper return which is sent to each licensee; or
2. The branch's electronic return which is available at <http://www.sbr.gov.bc.ca/ctb/IFTA.htm>
 - Select the IFTA Electronic Quarterly Tax Return Form under the Forms heading.
 - Instructions for completing the electronic form are also provided.

When completing their IFTA quarterly tax return form manually and electronically, licensees must provide the following information:

1. The total kilometres travelled by the licensee's qualified motor vehicles in each IFTA and non-IFTA member jurisdiction

- (Column 6) including distances travelled while on a Fuel Tax Motive Trip Permit (see also Appendix E).
2. The taxable kilometres travelled by the licensee's qualified motor vehicles in each IFTA member jurisdiction (Column 7). Do not include:
 - Distances travelled in non-IFTA jurisdictions (e.g., Alaska and Yukon).
 - Distances travelled while on a valid Motive Fuel Tax Trip Permit. Copies of permits must be included with your return.
 - Any non-taxable distances allowed by an IFTA member jurisdiction. Please include an explanation of any non-taxable distances with your return.
 3. The litres of fuel purchased by the licensee's qualified motor vehicles in each IFTA and non-IFTA jurisdiction (Column 9) including fuel purchases while travelling on a Motive Fuel Tax Trip Permit.
 4. Using the electronic return, the following calculations are automatically done for the carrier. If using the paper return, IFTA licensees must calculate:
 5. The fuel consumption rate or average kilometres per litre (Section 2) by dividing the total kilometres travelled (total of Column 6) by the total tax paid litres purchased (total of Column 9).
 6. The taxable litres consumed (Column 8) for each IFTA member jurisdiction by dividing the taxable kilometres travelled by the average net taxable litres.
 7. The net taxable litres (Column 10) for each IFTA member jurisdiction by subtracting tax paid litres from the taxable litres consumed (Column 8 minus Column 9).
 8. The tax due (Column 12) for each IFTA member jurisdiction by multiplying the net taxable litres and the tax rate (Column 10 times Column 11).
 9. The jurisdictional interest payable, if any, (Column 13) and total tax due (Column 14) will be automatically calculated when the return is reviewed by the branch.

Notes:

- See Appendix E for a complete list of IFTA member jurisdictions and jurisdictional codes.
- Non-IFTA jurisdictions include Yukon (YK), Northwest Territories (NT), Nunavut (NU), Alaska (AK), District of Columbia (DC), Hawaii (HI), and Mexico (MX).
- Litres and kilometres must be rounded to the nearest whole

number (e.g., 500.49 litres is rounded to 500; and 500.50 to 501).

- Average Kilometres per Litre (KPL) calculations must be taken to three decimal places and then rounded to two (2) decimal places (e.g., 1.874 is rounded to 1.87; and 1.875 to 1.88).
- Calculate the KPL for each fuel type separately.
- The full payment of any taxes owing must accompany the tax return. Only one (1) remittance (e.g., cheque) needs to be sent to the branch for the net tax due to all member jurisdictions.
- The branch may not accept an IFTA quarterly tax return if it is unsigned, incomplete, or if it contains misrepresentations or misstatements.

**Measurement
Conversion Table**

British Columbia's IFTA licensees are required to report based upon Canadian measurements. Conversion rates are:

1 US gallon = 3.7850 litres	1 litre = .2642 US gallons
1 mile = 1.6093 kilometres	1 kilometre = .62137 miles

On the IFTA quarterly tax returns, litres and kilometres must be rounded to the nearest whole number.

**Exempt Fuel Use
(Off-loading) -
Proportional Use
Exemption**

British Columbia has a refund provision for the difference between the clear and coloured fuel tax rates while the vehicle is stationary for the pumping and dispensing of liquids or other materials to or from a commercial motor vehicle (use of hydraulic arms or hydraulic cylinders specifically excluded). The refund cannot be claimed on the quarterly tax return form but must be applied for separately.

Further information regarding this type of refund can be found at:
[http://www.sbr.gov.bc.ca/ctb/notices/Coloured Fuel Sellers and Users.pdf](http://www.sbr.gov.bc.ca/ctb/notices/Coloured_Fuel_Sellers_and_Users.pdf)

Other IFTA member jurisdictions may also allow vehicles, which have a common fuel reservoir for both locomotion on the highway and the operation of other commercial equipment, to qualify for a proportional use or off-loading exemption. An off-loading exemption cannot be claimed on the quarterly tax return.

For additional information go to IFTA's web site <http://www.iftach.org/> or contact the respective member jurisdiction.

**Tax-Exempt
Kilometres**

British Columbia does not have tax-exempt kilometres. However, other IFTA member jurisdictions may allow tax-exempt kilometres.

Tax-exempt kilometres can be claimed on the quarterly tax return if documentation to support the claim is provided (e.g., Motive Fuel Tax Trip Permits).

For additional information on tax-exempt kilometres go to IFTA's web site <http://www.iftach.org/> or contact the respective IFTA member jurisdictions.

VIII. ASSESSMENTS FOR FAILURE TO FILE RETURNS

Failure to File on Time

When an IFTA licensee files a late tax return, and/or fails to remit the total tax due on or before the due date, the branch, on behalf of all member jurisdictions, will:

1. Charge the licensee interest on the late return, for overdue taxes owed to individual IFTA jurisdictions (i.e., jurisdictional interest).
2. Charge the licensee interest on any unpaid taxes.
3. Issue a warning letter, or assess a penalty equal to 10 percent of the net tax due.

A subsequent late tax return, and/or failure to remit the total tax due on or before the due date in the following twelve (12) month period may result in the immediate suspension of an IFTA Carrier Licence.

Failure to File a Return

When an IFTA licensee fails to file a tax return, and/or fails to remit the total tax due, the branch, on behalf of all member jurisdictions, will:

1. Suspend or revoke an IFTA Carrier's Licence, subjecting the vehicle operator to the purchase of Motive Fuel Tax Trip Permits, and/or citations, and/or fines each time its vehicle(s) enters an IFTA jurisdiction.
2. Assess the licensee for the estimated taxes due to each member jurisdiction.
3. Charge the licensee jurisdictional interest on the estimated tax due.
4. Assess a penalty equal to 10 percent of the estimated tax due.

IX. TAX REFUNDS

Claiming a Refund

IFTA licensees may request a refund on their IFTA quarterly tax return for any overpayment of tax (i.e., credit) provided the refund amount is greater than \$20.00. A refund will be issued once the branch determines there are no delinquent returns, and all tax liabilities including any outstanding audit assessments have been

satisfied for all member jurisdictions.

All jurisdictions require documentation to support a claim of tax-exempt kilometres.

Tax credits may also be carried forward and applied to subsequent IFTA quarterly returns for any taxes owing.

X. LICENCE CANCELLATION, SUSPENSION, REVOCATION AND REINSTATEMENT

Licence Suspension

An IFTA Carrier Licence may be suspended by the branch for any failure to comply with the provisions of the MFTA or IFTA Agreement such as:

1. Failure to file an IFTA quarterly tax return.
2. Failure to remit all taxes due to all member jurisdictions.
3. A second late tax return, in a twelve (12) month period.
4. Failure to pay the estimated tax, penalty and interest due, within the time specified by the branch.
5. Failure to pay an audit assessment within a time frame specified by the branch.

The branch will notify the IFTA licensee and all member jurisdictions when a suspension has occurred, and the licensee or its driver(s) will be required to purchase Motive Fuel Tax Trip Permits each time its vehicle(s) enter an IFTA jurisdiction.

Licence Cancellation or Revocation

An IFTA Carrier Licence may be cancelled at the request of the IFTA licensee or revoked by the branch.

1. In the case of the licensee, the cancellation box on the final IFTA quarterly tax return may be checked and the end date completed to indicate the end of operations under IFTA, or the licensee may submit a written request for cancellation. The branch will only accept the licensee's request if all reporting requirements and tax liabilities to all member jurisdictions have been satisfied.
2. In the case of the branch, an IFTA Carrier Licence will be automatically cancelled (i.e., revoked) if the licensee fails to satisfactorily address the reason(s) for its suspension within a time specified by the branch.

Whether cancelled or revoked, the carrier must return its original IFTA Carrier Licence and all unused IFTA decals to the branch. The carrier must also remove all IFTA decals and photocopies of the IFTA Carrier Licence from its vehicles.

A final audit may be conducted by any member jurisdiction upon cancellation or revocation of an IFTA Carrier Licence. Records must be retained for a minimum of four (4) years from the date the final quarterly tax return was due.

**Licence
Reinstatement**

The branch may reinstate a suspended or revoked IFTA Carrier Licence once all delinquent returns and the payment of any outstanding liabilities have been received and processed. This may take up to **21 business days** from the postmark date or the date stamped by a Consumer Taxation Branch office or a Government Agent's office.

When all the terms of reinstatement have been met, the branch will notify all member jurisdictions that the suspension or revocation has been rescinded. Until an IFTA Carrier Licence is reinstated the licensee or driver is required to purchase a Motive Fuel Tax Trip Permit each time their vehicle(s) enter an IFTA jurisdiction.

The licensee may be required to post a cash bond or other security satisfactory to the branch in an amount sufficient to satisfy any potential liabilities to all member jurisdictions.

XI. RECORD-KEEPING REQUIREMENTS

Distance Records

It is the licensee's responsibility to maintain complete and accurate travel records of all interjurisdictional and intrajurisdictional operations of IFTA 'decaled' motor vehicles. The licensee's records must detail the extent of travel in each jurisdiction, and support the information reported on the quarterly tax return. Acceptable documentation is a trip report that includes at least all of the following information.

1. Date of trip (starting and ending).
2. Trip origin and destination (including city and province or state).
3. Routes of travel as well as beginning and ending odometer readings.
4. Total trip kilometres.
5. Total distance by jurisdiction.
6. Vehicle unit or vehicle identification number.
7. Vehicle fleet number.
8. Licensee's name.

Fuel Records

IFTA licensees must maintain complete and accurate records of all fuel purchased, received, and used by IFTA 'decaled' vehicles. Fuel types include gasoline, diesel, propane, blended fuels (e.g., gasohol and ethanol), compressed natural gas, liquid petroleum, and

kerosene. Separate totals must be compiled for each fuel type. Records for retail and bulk purchases are to be maintained separately.

Fuel Receipt Documentation and Content

To receive credit for tax-paid purchases, licensees must retain receipts or invoices, credit card receipts, automated vendor-generated listings, or microfilm/microfiche of the receipts or invoices.

An acceptable receipt or invoice for tax-paid purchases must include, but is not limited to, at least the following information.

1. Date of purchase.
2. Seller's name and address.
3. Number of litres purchased.
4. Fuel type.
5. Price per litre or total amount of sale.
6. Fleet unit number.
7. Purchaser's name.

Bulk Storage Fuel

IFTA licensees may have bulk fuel storage facilities, and depending on the jurisdiction from which the fuel was purchased, fuel tax may or may not be paid at the time of delivery.

If bulk fuel is delivered to a licensee, acceptable fuel records must contain the following information:

1. Date of each receipt of fuel.
2. Name and address of the person from whom the fuel was purchased or received.
3. Number of litres received.
4. Type of fuel.
5. Plate or ID number of the vehicle or equipment into which the fuel was placed.

For withdrawals from licensee-owned, tax-paid storage, credit may be obtained if the following detailed records are kept.

1. Date of withdrawal.
2. Number of litres.
3. Fuel type.
4. Fleet unit number.
5. Purchase and inventory records to show that tax was paid on all bulk purchases.

XII. LEASED MOTOR VEHICLES

Requirements for Leased Vehicles

Every qualified motor vehicle leased to an IFTA Licensee is subject to the IFTA requirements to the same extent and in the same manner as a qualified motor vehicle owned by the licensee.

In the case of lessors, lessees, independent contractors, and household goods agents, the following applies:

1. A lessor who is regularly engaged in the business of leasing or renting motor vehicles without drivers for compensation to licensees or other lessees may be deemed to be the licensee. Such a lessor may be issued an IFTA Carrier Licence if an application has been properly filed and approved by the base jurisdiction.
2. In the case of a carrier using independent contractors under long term leases (i.e., thirty (30) days or greater), the lessor and lessee will be given the option of designating which party will report and pay fuel use tax. If the lessee (IFTA carrier) assumes responsibility for reporting and paying fuel taxes, the base jurisdiction for purposes of this Agreement shall be the base jurisdiction of the lessee regardless of the jurisdiction in which the qualified motor vehicle is registered for vehicle registration purposes by the lessor.
3. For motor vehicle leases of twenty-nine (29) days or less, the trip lessor is responsible for all IFTA fuel returns, unless the lessor has a written rental contract which identifies the lessee as responsible, and the lessor has a copy of the lessee's IFTA Carrier Licence.
4. In the case of a household goods carrier using independent contractors, agents, or service representatives under intermittent leases, the party liable for motor fuel tax is as follows.
 - a) The lessee when the qualified motor vehicle is being operated under the lessee's jurisdictional operating authority. The base jurisdiction for the purposes of this Agreement shall be the base jurisdiction of the lessee regardless of the jurisdiction in which the qualified motor vehicle is registered for vehicle registration purposes by the lessor or lessee.
 - b) The lessor (i.e., independent contractor, agent, or service representative) when the qualified motor vehicle is being operated under the lessor's jurisdictional operating authority. The base jurisdiction for purposes of this Agreement shall be the base jurisdiction of the lessor regardless of the jurisdiction

in which the qualified motor vehicle is registered for vehicle registration purposes.

XIII. AUDITS AND INSPECTIONS

**Single
Comprehensive
Audit**

Every IFTA licensee is subject to inspection and audit. Under the IFTA Agreement, the base jurisdiction audits its licensees on behalf of all member jurisdictions. A licensee selected for a routine audit will normally be contacted in writing by the branch at least thirty days (30) prior to the audit.

Any questions pertaining to an audit should be directed to:

Audit Manager
Consumer Taxation Audit Branch
P.O. Box 3 Station Tower
Suite 310 - 13401 108th Avenue
Surrey, BC V3T 5T3

Phone: 604 586-2782

Fax: 604 660-4784

For toll free access call 1 877 388-4440 and **request a transfer to 604 586-2782.**

Licensees may also be subject to inspections. Inspections may include the review of travel records, fuel purchases, decal log books and decal inventories, and may also encompass an examination to establish any unauthorized uses of coloured fuel, interjurisdictional travel while the carrier's licence is revoked or cancelled, and other offences under the *Motor Fuel Tax Act* (e.g., failure to remove IFTA decals from IFTA 'decaled' vehicles when the carrier's licence is revoked or cancelled).

**Four Year
Audit Period**

The IFTA licensees must maintain records for four (4) years from the date an IFTA quarterly tax return is due. Effective February 21, 2007, the audit period is reduced to four (4) years (previously 6 years) for non-IFTA vehicles and equipment.

If a licensee fails to provide records for an audit, the four (4) year period is extended from the date the request is made until the records are provided.

**Failure to
Provide Records**

If an IFTA licensee does not make records available to the auditor, or does not maintain records from which the true tax liability can be determined, the branch will estimate the licensee's liability. The estimate may be based on the licensee's filing history (e.g., past fuel consumption and distances travelled), records received from third parties, industry data, or IFTA's standard of 1.7 kilometres per litre.

The estimate is a final determination unless, on appeal, a licensee can demonstrate that the estimate is incorrect in light of information they have available.

Audit Results

After completion of the audit, the audit findings will be reported to the licensee in writing and a copy will also be sent to any member jurisdiction affected by the audit. British Columbia will collect any tax, penalty, and interest owed to all member jurisdictions and will forward these amounts to them on behalf of the licensee.

XIV. APPEAL PROCEDURES

Appeals to the Minister

IFTA licensees may appeal:

1. A refusal by the branch to issue or renew an IFTA Carrier Licence.
2. A suspension or revocation of an IFTA Carrier Licence by the branch.
3. A disallowed refund.
4. An audit assessment issued by the branch.

The IFTA licensee must serve notice of appeal on the Minister of Small Business and Revenue within 90 days after a statutory notice of the original findings has been sent to the licensee. If the appeal is not made within 90 days, the findings will be considered final.

The notice of appeal must be in writing and addressed to:

Minister of Small Business and Revenue
PO Box 9445, Stn Prov Govt
Victoria BC V8W 9V5

On receipt of this notice, the Minister will consider the matter, amend or affirm a course of action, and notify the licensee of the findings of fact and ruling on the appeal.

Further general information on the appeal process is available in Bulletin GEN 003, *Appeals of Tax Assessments or Disallowed Refunds*, which is available by using the links from the branch's web site at: www.sbr.gov.bc.ca/ctb

If the licensee still disagrees with audit findings, the licensee may request any or all member jurisdictions to audit its records. Each jurisdiction may accept or deny the request. Jurisdictions auditing the licensee's records will audit only their portion of the licensee's operation. The licensee must make records available at a place

designated by the requesting member jurisdiction.

**Appeals to
the Courts**

If an IFTA licensee is dissatisfied with the Minister's decision they may appeal to the Supreme Court of British Columbia. An appeal to the court is commenced by filing a petition under Rule 10 of the Supreme Court Rules. The petition must be filed in the Supreme Court Registry within 90 days after the date of the minister's notification of decision.

APPENDIX A

Additional Web Based Information Sources

IFTA, Inc.'s homepage is: <http://www.iftach.org/> and contains:

- List of Member Jurisdictions Contact People and Addresses
- Quarterly Tax Rates (including Footnotes) for each Jurisdiction
- All Exemptions by Jurisdiction
- IFTA Procedures and Audit Manuals
- IFTA Articles of Agreement

British Columbia's IFTA homepage is: <http://www.sbr.gov.bc.ca/ctb/IFTA.htm> and contains British Columbia's:

Forms

- Application for Carrier Licence (FIN 363)
- Instructions for Completing the Licence Application
- IFTA Electronic Quarterly Tax Return Form (FIN 360)
- Instructions for Completing the Quarterly Tax Return

Bulletins and Notices

- Bulletin MFT 008 – Interjurisdictional Carriers: Fuel Used and/or Purchased in B C
- Bulletin GEN 003 - Appeals of Tax Assessments or Disallowed Refunds
- Bulletin SST 073 – International Registration Plan (IRP)
- Bulletin MFT 005 – Tax Rates on Motor Fuels
- British Columbia – IFTA Operating Manual for BC Carriers - 2007
- Notices – IFTA Decals Issued (02/2002) and Tax Rate Change (04/2003)

Related Links

Ministry of Public Safety and Solicitor General

- Commercial Vehicle Safety and Enforcement
 - <http://www.th.gov.bc.ca/cvse/>
- Information for Commercial Carriers – Booklet 1
http://www.th.gov.bc.ca/cvse/references_publications/booklets1-6/pdf/Booklet_1_Commercial_Carriers.pdf

Insurance Corporation of British Columbia (ICBC)

- ICBC Home Page
<http://www.icbc.bc.ca/>
- ICBC – Commercial Licensing
http://www.icbc.com/Licensing/lic_getlic_comm_index.asp

Consumer Taxation Branch – Tax on Motor Vehicles

<http://www.sbr.gov.bc.ca/ctb/MotorVehicles.htm>

IFTA, Inc.

<http://www.iftach.org/>

The Consumer Taxation Branch's Home Page is: <http://www.sbr.gov.bc.ca/ctb/> and contains information on British Columbia's other consumption tax statutes.

APPENDIX B

IFTA Carrier Licence: 2007 Summary of Responsibilities

Information in this 2007 Summary of Responsibilities is provided for your convenience and guidance and is not a replacement for the legislation. For more detailed information on IFTA, including links to the *Motor Fuel Tax Act*, the *International Fuel Tax Agreement (IFTA) Operating Manual for BC Carriers - 2007*, the carrier license application, and IFTA electronic quarterly fuel tax return forms and instructions, please visit our website at www.sbr.gov.bc.ca/ctb/IFTA.htm

Licences and Decals

- Carriers are responsible for ensuring copies of the IFTA licence and decals are properly distributed and accounted for (e.g., a log of decals issued, to which vehicle and the date attached). Carriers are also responsible for ensuring that distances travelled by all their 'IFTA decal' motor vehicles are reported in their quarterly tax returns.
- A vehicle will not be considered to be operating under IFTA unless a valid and legible copy of the IFTA licence is carried in the vehicle and a set of two decals are appropriately displayed on the exterior portion of both sides of the vehicle's cab.
 - Carriers must ensure that the serial numbers listed on the IFTA licence carried in the vehicle's cab correspond to the serial number of the decals placed on the side of the cab.
 - Detailed placement and application instructions are provided on the back of each decal.
 - Failure to display a copy of the licence or decals may subject the vehicle operator to the purchase of Motive Fuel Tax Trip Permits, and/or result in citations and/or fines each time the vehicle enters an IFTA jurisdiction.
- The IFTA Carrier Licence is valid until December 31st of the year issued. A renewal form will be sent to you in October for the next calendar year.

Tax Returns

- Tax returns and full payment of any taxes owing are due quarterly, *even if there is **no** inter-jurisdictional travel* activity (i.e., travel outside the province).
- The return due date is the last day of the month following the last month of the reporting period. If that day is a Saturday, Sunday, or legal holiday, the next business day is considered the due date.

<u>Reporting Period</u>	<u>Return Due Date (On or Before)</u>
1 st Quarter (January, February, March)	April 30 th
2 nd Quarter (April, May, June)	July 31 st
3 rd Quarter (July, August, September)	October 31 st
4 th Quarter (October, November, December)	January 31 st

- For returns to be considered on time, the following is required:
 - Mailed returns with full payment must be postmarked on or before the due date; or
 - If not mailed, returns with full payment, must be received and date-stamped by a Ministry of Small Business and Revenue office or a Service BC-Government Agent office on or before the due date; and
 - In all cases, payments must be made by cheque or money order, negotiable on or before the due date, and payable in Canadian funds to the Minister of Finance;
 - If your return indicates no tax due, you may either mail or fax it on or before the due date.
- Please do not file multiple copies of the same return (e.g. do not mail and fax the same return) as this delays the processing of your returns or refunds.

IFTA Carrier Licence: 2007 Summary of Responsibilities (Continued)

- If your return is late or you owe taxes to any IFTA jurisdiction:
 - your licence may be suspended or revoked for all IFTA jurisdictions and you will be required to purchase trip permits each time your vehicle(s) enter an IFTA jurisdiction;
 - a Notice of Assessment may be issued for the estimated amount of tax due plus a penalty equal to 10 % of the tax due. Interest may be assessed for the late return or taxes owing and any subsequent returns or payments which are late; and
 - the province may take action to collect amounts owing.
- Delinquent returns and payments must be received and processed before a suspension or revocation is removed. This may take up to **21 business days** from the postmark date or the date stamped by a Ministry of Small Business and Revenue office or a Service BC-Government Agent office.
- Please notify the Fuel Tax Section of any changes (e.g. address, phone number etc.) in writing or note your changes directly on your quarterly tax return.
- An IFTA electronic tax return form to help reduce mathematical and tax rate errors in preparing your return is now available from our website at www.sbr.gov.bc.ca/ctb/IFTA.htm.

Records

- It is your responsibility to maintain accurate records of fuel purchases and distance travelled for all inter and intra-jurisdictional operations of your IFTA 'decaled' vehicles.
- For audit purposes you must keep records supporting IFTA tax returns for a minimum of four (4) years from the date a return is due. However, for non-IFTA vehicles and equipment, records must be retained for seven (7) years.

Web Site for British Columbia's IFTA Carriers

The web site address is www.sbr.gov.bc.ca/ctb/IFTA.htm and contains the following:

- The current IFTA Operating Manual for BC Carriers;
- Tax Bulletins and Notices specific to BC Carriers;
- Forms and instructions for completing a Carrier Licence Application (**FIN 363**);
- Instructions for Completing the Quarterly Tax Returns; and
- An electronic IFTA tax return form at www.sbr.gov.bc.ca/ctb/forms/0360FILL.pdf

Contact Us

If you require further information on any of the above, please visit our IFTA web site at www.sbr.gov.bc.ca/ctb/IFTA.htm or contact the Fuel Tax Section by:

E-mail: FuelTax@gov.bc.ca

Fax: 250 387-5882

Phone: In Victoria call 387-0635

In Vancouver call 604 660-4524 and **request a transfer to 250 387-0635**

For toll-free access elsewhere in Canada call 1 877 388-4440, and **request a transfer to 250 387-0635.**

APPENDIX C

NOTICE TO BRITISH COLUMBIA'S IFTA CARRIERS

2007 LICENCE RENEWAL NOTICE

Your 2006 IFTA credentials expire on December 31, 2006. If you wish to renew your IFTA credentials for 2007, your account **must** be in good standing; that is, all tax returns have been received and processed (including your 3rd Quarter 2006 return, due on October 31, 2006), and there is no unpaid balance on your account.

To ensure you receive your 2007 IFTA Carrier Licence and Decals prior to January 1, 2007, please complete, sign, and return the enclosed renewal application package to the Motor Fuel Tax Section, Consumer Taxation Programs Branch, by November 30, 2006.

A complete renewal application package must include the following:

- Any updated or corrected information.
- The owner's, partners', or corporate officer's signature; (your agent's or tax preparer's signature is **not** acceptable).
- The renewal payment voucher and a cheque or money order for the \$100.00 renewal fee, payable in Canadian funds to the Minister of Finance.

Notes:

- Please request a decal set for each IFTA qualified vehicle you anticipate operating interjurisdictionally, including those you expect to add to your fleet, during the calendar year. In most cases, we will issue your requested number of decal sets. However, we reserve the right to review unusually large requests.
- You are responsible for ensuring your decals are properly distributed and accounted for (that is, you keep a log of the vehicles you issue decals to and the date the decals are attached to a vehicle).
- When completing your quarterly tax returns, report **all** travel and fuel purchases for vehicles displaying IFTA decals, even if the vehicle does not travel outside British Columbia, until the decals expire or the vehicle is no longer under your authority. If **none** of your 'IFTA decal' vehicles travel outside the province during a reporting period, then you only need to check the "NO TRAVEL OUTSIDE BC" box in section 1 of your return.

If you need further information, please e-mail the Motor Fuel Tax Section at FuelTax@gov.bc.ca or call us in Victoria at 387-0635. You can also call us toll-free at 1 877 388-4440 from anywhere in Canada and ask to be transferred to 250 387-0635.

APPENDIX D

2007 IFTA Carrier Licence Application: Instructions

Line	Heading	Description
1.	Name of Applicant	The legal name of your business.
	Federal Business Number	Your 9-digit identifier that the Canada Revenue Agency assigns to all taxpayers who register for Federal programs such as GST, corporate tax, payroll source deductions, etc.
2.	Doing Business As	The trade name or the name under which you conduct business (if different from the legal name of the business).
	USDOT Number	The number (usually 7 digits) issued to you by the US Department of Transportation
3.	IFTA Contact Person	The name and telephone number of the person we may contact for information about this application and/or tax returns.
4.	Business Address	The physical address where daily operations are conducted, not a postal box number.
5.	Mailing Address	All letters and returns will be sent to this address.
6.	Location of Records	The location where records are kept for review during an audit.
7.	Type of Ownership	Your business structure: proprietorship, partnership, corporation (include jurisdiction of incorporation and incorporation number), or other; if other, specify whether you are a society, or a federal, provincial, or other level of government.
8.	Incorporation Date	If incorporated, the date of incorporation.
	Business Commenced Date	Date that you actually started doing business.
	Date Commenced Travel Outside BC	Date that you actually started travelling outside British Columbia.
9.	Active IFTA Licence	If an IFTA licence is held for the current year, supply the IFTA number and jurisdiction in which it is held.

2007 IFTA Carrier Licence Application: Instructions (Continued)

10.	Licensing Information	If applicable, provide the following information: International Registration Plan (IRP) number and jurisdiction held in, British Columbia prorated number, and, British Columbia Social Service Tax account number.
11.	Previous Owner	If you purchased this business, please supply all applicable information regarding the previous owner.
12.	Name of Owner	As applicable, list the name(s) of the proprietor, all the partners, or up to three corporate officers; please note that the signature on the application must be on of the people listed.
13.	Bulk Storage	Confirm if you maintain bulk storage and, if applicable, list jurisdictions outside British Columbia where you maintain bulk storage.
14.	Consolidated Fleet Reporting	If you are requesting consolidated fleet reporting you must attach a written request to the commissioner of this jurisdiction and to the commissioner(s) of the jurisdiction(s) for which you wish to make consolidated reports.
15.	Type of Fuel	Check all types of fuel to be used and reported on your British Columbia IFTA return.
16.	Decals	Indicate the number of qualified motor vehicles and number of sets of decals you require.
17.	Fees	Please enclose a payment of \$300 with your application. If paid by cheque or money order, make the payment payable to the Minister of Finance. The \$300 amount includes an initiation fee of \$200 and the \$100 annual licence fee for the current calendar year.
18.	Certification	Please read and consider the content of the certification you are making as an applicant. If you are in agreement with these terms, sign and date the application. As outlined in item 12 above, the application must be certified by an owner of the business as listed in section 12 of this application.

APPENDIX E

CANADIAN JURISDICTIONS AND ABBREVIATIONS

Alberta (AB)	Nova Scotia (NS)
British Columbia (BC)	Ontario (ON)
Manitoba (MB)	Prince Edward Island (PE)
New Brunswick (NB)	Quebec (QC)
Newfoundland and Labrador (NL)	Saskatchewan (SK)

AMERICAN JURISDICTIONS AND ABBREVIATIONS

Alabama (AL)	Nebraska (NE)
Arizona (AZ)	Nevada (NV)
Arkansas (AR)	New Hampshire (NH)
California (CA)	New Jersey (NJ)
Colorado (CO)	New Mexico (NM)
Connecticut (CT)	New York (NY)
Delaware (DE)	North Carolina (NC)
Florida (FL)	North Dakota (ND)
Georgia (GA)	Ohio (OH)
Idaho (ID)	Oklahoma (OK)
Illinois (IL)	Oregon (OR)
Indiana (IN)	Pennsylvania (PA)
Indiana (IN) Diesel Surcharge (DS)	Rhode Island (RI)
Iowa (IA)	South Carolina (SC)
Kansas (KS)	South Dakota (SD)
Kentucky (KY)	Tennessee (TN)
Kentucky (KY) Diesel Surcharge (DS)	Texas (TX)
Louisiana (LA)	Utah (UT)
Maine (ME)	Vermont (VT)
Maryland (MD)	Virginia (VA)
Massachusetts (MA)	Virginia (VA) Diesel Surcharge (DS)
Michigan (MI)	Washington (WA)
Minnesota (MN)	West Virginia (WV)
Mississippi (MS)	Wisconsin (WI)
Missouri (MO)	Wyoming (WY)
Montana (MT)	

NON-IFTA JURISDICTIONS

Alaska (AK)	Northwest Territories (NT)
District of Columbia (DC)	Nunavut (NU)
Hawaii (HI)	Yukon (YK)
Mexico (MX)	