

Amend an IFTA return

If you have filed a IFTA return and need to make corrections to the information submitted, please use the following steps.

Step 1: From your account dashboard, under the "Suggested Actions – IFTA" section, select "Amend a Return"



Step 2: Select the year

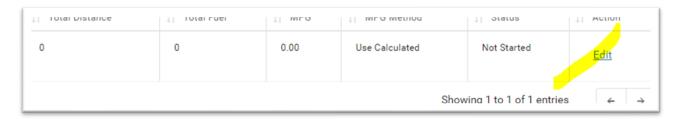


Step 3: Find the row for the quarter that needs to be amended.

In the last column under "Actions", select "Start Q_ Amendment"



Step 4: On the return summary page, under the column "Action" select "Edit"



Step 5: Make the necessary changes to the return, "Save", and "File" the amended form. If there is an additional balance due, proceed to payment option.