



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"

License Period	Effective Date	Quarter	Amendment Status	Action
1/1 - 12/31	10/1/2022	4	Not Started	Start Q4 Amendment
1/1 - 12/31	7/1/2022	3	Not Started	Start Q3 Amendment
1/1 - 12/31	4/1/2022	2	Not Started	Start Q2 Amendment

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

Total Distance	Total Fuel	MFG	MFG METHOD	Status	Action
0	0	0.00	Use Calculated	Not Started	Edit

Showing 1 to 1 of 1 entries

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.