

# Information Notice

NOTICE 18-02  
The Fuel Tax Act  
Issued October 2018  
Revised January 2021

## INTERNATIONAL FUEL TAX AGREEMENT (IFTA) ELECTRONIC IMAGE OF IFTA LICENCE FILE, PAY AND VIEW IFTA ACCOUNT ON TAXcess

Effective January 1, 2019, motor carriers can choose to carry their IFTA licence in electronic or paper format in their vehicles.

If you choose to maintain an electronic format of your IFTA licence, it is strongly recommended that the licence is saved as a file such as PDF and saved to an electronic device for each vehicle. This approach enables you to have access to your IFTA licence at any time, even when access to mobile and/or wireless service may be interrupted.

In **TAXcess**, your IFTA licence can be viewed under the Letters tab. Your IFTA licence will already be in PDF format. It can be printed or e-mailed as needed or saved to an electronic device. There is no need to contact our office for copies or a PDF format.

Regardless of the format (either electronic or paper), your IFTA licence must be accurate, valid, legible and be accessible on demand when requested by enforcement personnel. If you are unable to provide acceptable proof of credentials, you may be charged and required to purchase a permit to complete your trip.

**TAXcess**, Manitoba's online tax service, allows businesses to access their accounts 24 hours a day, seven days a week in a secure, online environment. Once you sign up, you can securely file, pay and view your IFTA account online wherever and whenever you want.

**FILE** - When you enter the jurisdictions you travelled in, the fuel type used, total kilometres travelled and tax paid fuel purchased, the tax due or credit is calculated for you. You no longer have to enter tax rates or manually calculate fuel consumption.

**PAY** – You can pay any tax owing by electronic, pre-authorized payment (PAD). This allows you to file and pay IFTA through the **TAXcess** website in one continuous process.

**VIEW** – You can view your IFTA account online, such as your IFTA Statement of Account, cover page for IFTA tax returns and IFTA licences. You can also view all Web Notices (e-mails) sent and received.

Beginning with the IFTA 1<sup>st</sup> quarter 2021 tax return, IFTA quarterly tax returns and tax payments **must** be completed using **TAXcess**. Paper returns will no longer be accepted.

All taxpayers must ensure that they are registered to use **TAXcess** prior to filing their tax returns and paying taxes due. To begin the sign up process, choose your language preference and then click *Sign Up Now for TAXcess* on the **TAXcess** home page at [manitoba.ca/TAXcess](http://manitoba.ca/TAXcess).

Note: Revisions to the previous Notice (October 2018) have been identified by shading ( ).

Further information may be obtained from:

**Winnipeg Office**

Manitoba Finance  
Taxation Division  
101 - 401 York Avenue  
Winnipeg, Manitoba R3C 0P8  
Telephone (204) 945-5603  
Manitoba Toll Free 1-800-782-0318  
Fax (204) 948-2087  
E-mail: [MBTax@gov.mb.ca](mailto:MBTax@gov.mb.ca)  
Web site: [www.gov.mb.ca/finance/taxation](http://www.gov.mb.ca/finance/taxation)

**Westman Regional Office**

Manitoba Finance  
Taxation Division  
314, 340 - 9th Street  
Brandon, Manitoba R7A 6C2  
Fax (204) 726-6763

**ONLINE SERVICES**

Our Web site at [manitoba.ca/finance/taxation](http://manitoba.ca/finance/taxation) provides tax forms and publications about taxes administered by Taxation Division, and a link to Manitoba's laws and regulations. Forms and publications can also be obtained by contacting the Taxation Division.

Our online service at [manitoba.ca/TAXcess](http://manitoba.ca/TAXcess) provides a simple, secure way to apply for, and to file, pay and view your Taxation Division tax accounts.