

INTRODUCTION

The ODOTRACK system allows you to generate Quarterly Fuel Tax Return reports relating to the International Fuel Tax Agreement (IFTA).

If you hold a licence under the IFTA, you must file quarterly fuel tax returns from the date your licence is issued and for as long as your licence is valid, even if you did not travel or have no tax to pay.

The ODOTRACK system will automatically make a distinction between the province or state in which the trips were made. Fragmentation of trips will then occur automatically when changing provinces or states.

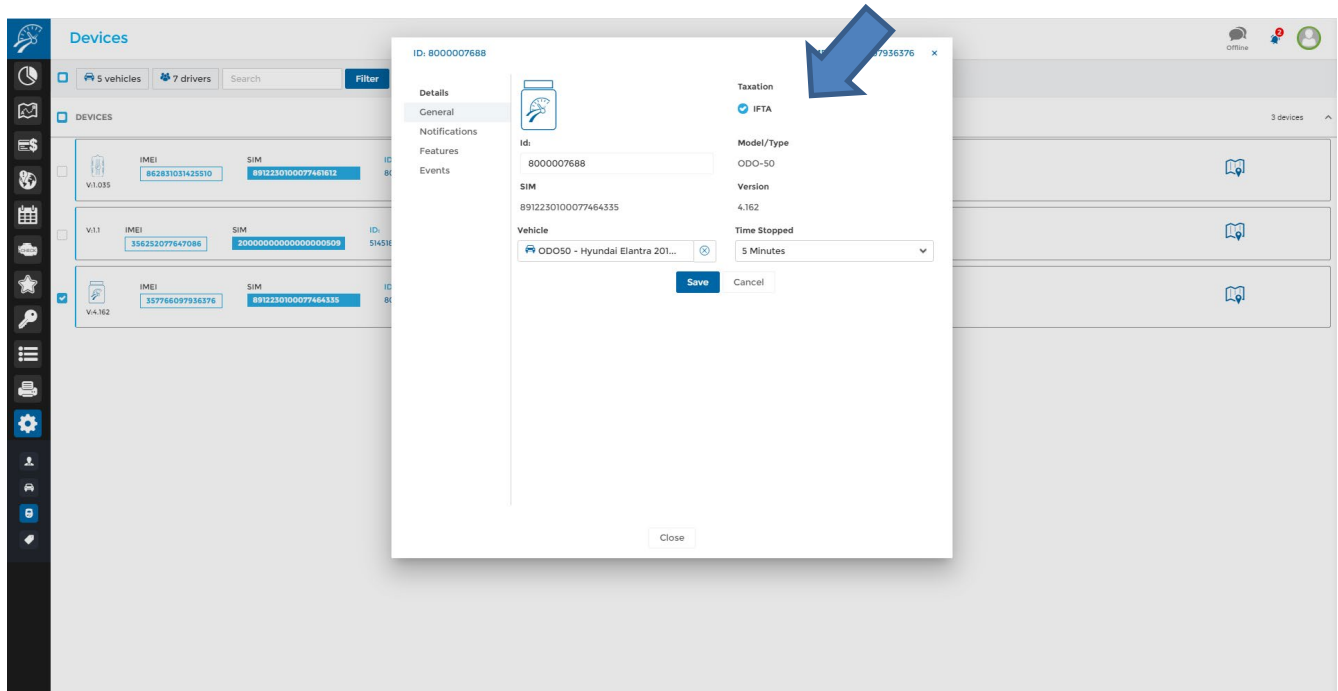
For more information about IFTA or to find out about exemptions, please visit the official website of the International Fuel Tax Association, Inc. at the following address: <https://www.iftach.org/>

ACTIVATION

The IFTA option must first have been activated in your ODOTRACK account.

In the **Configuration Module, Devices section**, select the device for which you want to activate the IFTA option using the selection boxes.

A window with the device's details will open. Check the **IFTA** box at the top right of the window and click **Save**.



QUARTERLY RETURNS

To file your Quarterly Fuel Tax Return, access the **Reports Module** and click on **IFTA** in the Tax reports section.



Generate a report

Management reports

- Mileage logbook
- Expenses
- Timesheet
- Statistics
- Driving score
- Geofence

Tax reports

- Business or professional revenues and expenses
- Employment expenses
- IFTA**
- Conditions of employment
- Allowance
- Tax benefits
- Simplified logbook

Select the year, vehicle(s) and quarter for which you want to file the return and click on **Create**.

CREATE A REPORT ×


IFTA - CAZ-510

Description

If you hold a licence under the International Fuel Tax Agreement (IFTA), you must file quarterly returns as of the date your licence is issued and for as long as your licence is valid, even if you did not travel or have no tax to pay.
<https://www.revenuquebec.ca/en/businesses/consumption-taxes/international-fuel-tax-agreement-ifta/>
<http://www.iftach.org>

Review *

2020 ▼

 5 vehicles *



Quarter *

Quarter 1 - Jan 1st. to March 31st ▼

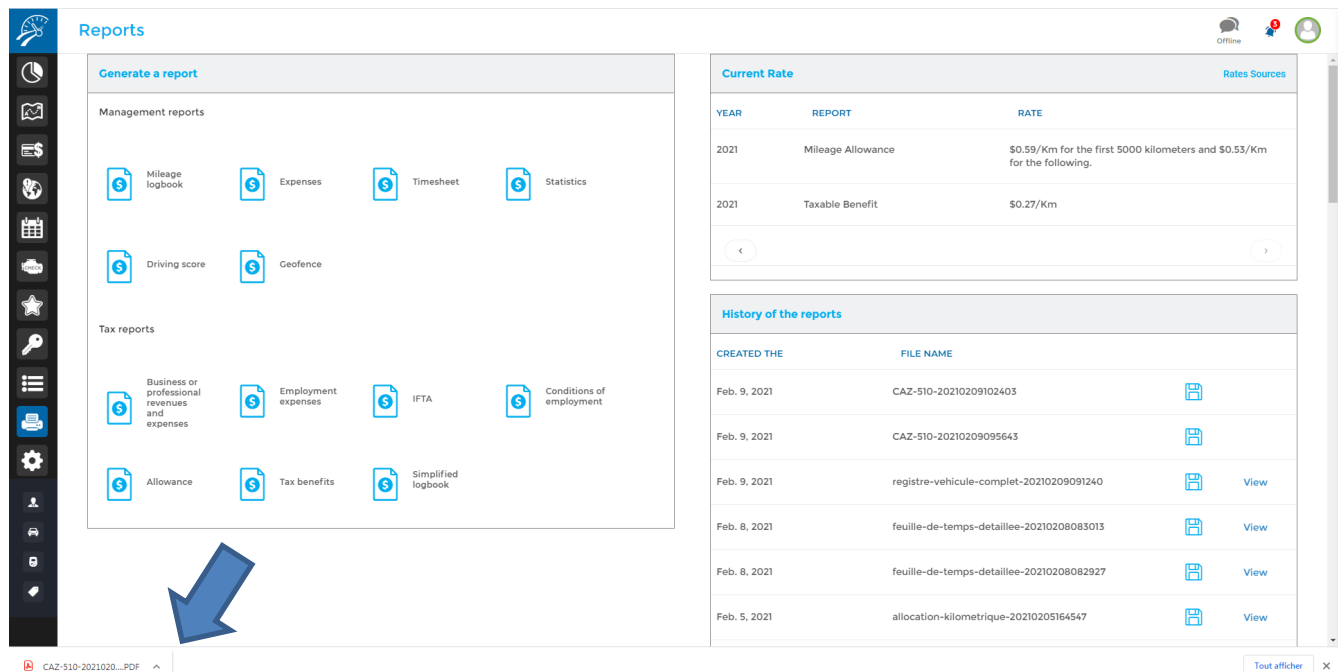
Some IFTA member states have exemptions on mileage and fuel. To find out about these exemptions, visit the IFTA website at www.iftach.org

Create Cancel

Download the quarterly statement by clicking on the floppy disc icon next to the report created in the **History of the reports** section.

History of the reports		
CREATED THE	FILE NAME	
Feb. 9, 2021	CAZ-510-20210209102403	
Feb. 9, 2021	CAZ-510-20210209095643	

Open the downloaded PDF file that appears in the toolbar at the bottom left of your screen by clicking directly on the file.



The screenshot shows the 'Reports' section of the application. On the right, the 'History of the reports' table is visible, containing the same data as the previous table. A blue arrow points to the floppy disc icon next to the first report. At the bottom left, a toolbar shows a PDF file named 'CAZ-510-2021020...PDF' with a blue arrow pointing to it. The interface also includes a 'Generate a report' section with various report categories like 'Management reports' and 'Tax reports', and a 'Current Rate' table.

The quarterly report will open on the screen in another window. You can then print or download the document to save it on your computer.

MILEAGE LOGBOOK BY PROVINCE / STATE


When the IFTA option is enabled, you can create a mileage logbook by province or state.

To do so, access the **Reports Module** and click on **Mileage logbook** in the Management reports section.




Generate a report


Management reports




Mileage logbook




Expenses




Timesheet



Statistics




Driving score




Geofence


Tax reports




Business or professional revenues and expenses




Employment expenses




IFTA




Conditions of employment



Allowance



Tax benefits



Simplified logbook

A window will open on the screen. Click on **By province / state** on the left of the window, fill in the required fields according to the desired report then click on **Create**.

CREATE A REPORT ×

MILEAGE LOGBOOK

- By vehicle
- By driver
- By favourite
- By province / state

Description

A report highlighting the total mileage (miles or kilometers) of personal or business travel by province / state.

Period * Start Date * End Date *

Last month v < v 2021-01-01 2021-01-31 v >

*

4 vehicles

Report View *



Detailed Summary

Type *

All v

Create
Cancel

You will be able to download or view the mileage logbook created in the **History of the reports** section.

History of the reports			
CREATED THE	FILE NAME		
Feb. 11, 2021	Logbook-state-detailed-20210211094230		View
Feb. 11, 2021	registre-etat-complet-20210211085908		View

IMPORTANT NOTE: Report history is available for a limited time only. Therefore, it is strongly suggested that you either print or save your documents to your computer.

Navigation pointers



Quarterly Fuel Tax Return
International Fuel Tax Agreement – IFTA

Eraser CAZ-510-V
2019-12
1 of 7

Notice

Quebec enterprise number (NEQ) _____

IFTA number
JQC _____
Identification number _____

Trade name (business name)
12345 Qc Inc.

Name of individual or entity (if different from the name above)
VJ Odotrack

Address _____ Postal code
1980 rue Michelin Laval H7L5C2

Period covered: from 20200101 to 20200331
Due date: 20200430

If you are completing this form for more than one type of fuel, check this box:

Part 2

1 Return (see the next page for [instructions](#))

Fuel oil (diesel)	1	0.00
Gasoline	+ 2	0.00
Ethanol	+ 3	0.00
Propane	+ 4	0.00
Other fuels	+ 5	0.00
Add lines 1 through 5.	= 6	0.00
Late-filing penalty (\$50 or 10% of amount R in the work chart, whichever is greater)	+ 7	0.00
Add lines 6 and 7.	=	0.00
Credits in reserve shown in your file: <u>as at</u>		
Previous balance due shown in your file: <u>as at</u>		
Subtract line 9 from line 8 and add line 10. If the result is negative, you are entitled to a refund. ¹ If the result is positive, carry it to the remittance slip. We do not refund or collect amounts of less than \$2.		
Refund or balance due	= 11	0.00

Check the appropriate box or boxes (if applicable).

Storage of bulk fuel at the place of business, in a tank owned or rented by the licensee

Activities undertaken on behalf of another licensee whose IFTA number is: _____

No kilometres travelled during the period (including in Québec)

Cancellation of licence as of _____ (please destroy the licence and decals)

Changes made to a return filed for the period from _____ to _____

Signature of the person who completed the form _____ Title or position _____ Date 2021-02-09 Area code 514 Telephone 388-7734 Extension _____

I hereby certify that the information provided on this return is accurate and complete.

Signature of the licensee or authorized person _____ Title or position _____ Date _____ Area code _____ Telephone _____ Extension _____

Send parts 1, 2 and 3 to us even if the amount on line 11 is zero. Keep a copy of these parts for your files.

Form prescribed by the President and Chief Executive Officer 1352 ZZ 495 18350



Remittance Slip
International Fuel Tax Agreement – IFTA
Complete and send us parts 1, 2 and 3.

CAZ-510-V (2019-12)

Trade name (business name)
12345 Qc Inc.

Name of individual or entity (if different from the name above)
VJ Odotrack

Area code Telephone Extension
5 1 4 3 8 8 7 7 3 4

Period covered
From 20200101 to 20200331
Payment code _____

Return to: C. P. 25500, succursale Terminus
Québec (Québec) G1A 0A9

IFTA number
QC _____

Balance on this return, if positive (line 8 minus line 9)	0,00
Previous balance due (line 10)	
Balance due (line 11)	0,00

Use this remittance slip only if you do not have the slip sent by Revenu Québec. In this case, make your remittance by mail. Cannot be used to make a payment at a financial institution.

Validate Print



Information

If you hold a licence under the International Fuel Tax Agreement (IFTA), you must file quarterly returns as of the date your licence is issued and for as long as your licence is valid, **even if you did not travel or have no tax to pay.**

Completing the form onscreen

You can use this form to file your quarterly fuel tax return. For each type of fuel used in your qualified motor vehicles, complete a separate copy of Parts 2 and 3. Calculations will be done as you enter data.

The tax rates for the two most common types of fuel (gasoline and diesel fuel) are preprogrammed. If you use another type of fuel, you must refer to the *Table of Rates* (CAR-512-V) for the rate applicable to that type of fuel in the jurisdictions in which you travelled.

Instructions

1. If you used more than one type of fuel, complete only one copy of Part 1 for all types of fuel used and check the box above Part 1. Carry the amount from box T for each type of fuel used to the corresponding line of Part 1. If you used more than one type of fuel in a vehicle, contact the centre IFTA for instructions on how to file your return.
2. Complete a separate copy of parts 2 and 3 for each type of fuel used. Use the data pertaining to qualified motor vehicles for which decals or a temporary permit was issued.
3. Carry amount T (or the total of amounts T) from the copy (or copies) of Part 3 completed for each type of fuel to the corresponding line in Part 1. You must complete a single copy of Part 1 using the amount in box T from each copy of Part 3 that was completed.
4. Send us the quarterly return, duly completed and signed, along with parts 2 and 3, regardless of the method of payment. Persons authorized to sign are listed in Part 8 of form LM-1-V, *Application for Registration*, which is available on our website.
5. Make your payment, if applicable.
You can also use authorized software to file your return. The list of authorized software, as well as information about your responsibilities when you use such software, are provided on our website.

1. If you are entitled to a refund by reason of the application of a fiscal law, but are also a debtor under such a law or are about to become one, the Minister may apply the refund to the payment of your debt, up to the amount of the debt.

Payment methods

You can make your payment **online** using your financial institution's online payment services. You will need to select the bill labelled "Revenu Québec – Payment code" and then enter the payment code from the remittance slip. For more payment options, go to our website.

Filing and payment deadline

You must send us the return and payment (if applicable) by the due date given in the header of the form we sent you or of this return.

Date on which a return is received

The return is considered to be received on:

- the date of the Revenu Québec stamp if you submit your return in person; or
- the date of the postmark if you mail the return.

Date on which a payment is received

Payment is considered to be received on the date it was made at a financial institution or, if it was mailed, the date of the Revenu Québec stamp.

Interest

You must pay interest on any tax that is not paid by the due date. Interest rates are shown on the *Table of Rates* (CAR-512-V), which is available on our website.

Late-filing penalty

If you file your return after the due date or if an amount remains unpaid after that date, you must pay a penalty equal to the **greater** of the following amounts:

- \$50; or
- 10% of the total amount of tax payable (amount R) for each type of fuel reported.

Please note that the balance due used to calculate the penalty cannot be reduced by any credit in reserve.

Additional information

For more information, visit our website. You may also call 1 418 652-IFTA (4382) or, toll-free, 1 800 237-IFTA (4382).

[Back to form](#)



1353 ZZ 49518351

REVENU
QUEBEC
2 Average kilometres per litre, by type of fuel used

International Fuel Tax Agreement – IFTA

[Validate button Information](#)

 CAZ-510-V
 2019-12
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IFTA number

Name

Q C

12345 Qc Inc.

Period covered: from

2 0 2 0 0 1 0 1

to 2 0 2 0 0 3 1 1

Check the type of fuel for which you are completing this part. If you check box 5, specify the type of fuel used.

Fuel used


- 1
-
- Fuel oil (diesel)
-
- 2
-
- Gasoline
-
- 3
-
- Ethanol
-
- 4
-
- Propane

 5 Other fuel:


- Compressed natural gas (CNG) – E-85
-
- Liquefied natural gas (LNG) – M-85
-
- Gasohol – A-55
-
- Methanol – Biodiesel

Total kilometres travelled


Enter the total number (no decimals) of kilometres travelled by qualified motor vehicles during this quarter.

2239

km

Based on the information from your logbook, enter:

- in box A, the total number (no decimals) of kilometres travelled in IFTA jurisdictions (hereafter referred to as “member jurisdictions”);
- in box B, the total number (no decimals) of kilometres travelled in non-IFTA jurisdictions (hereafter referred to as “non-member jurisdictions”). The non-member jurisdictions are the Yukon, Nunavut, the Northwest Territories, Alaska, the District of Columbia, Hawaii and Mexico;
- in box C, the total number (no decimals) of kilometres travelled. This number must be equal to the number entered above.

Total kilometres travelled in member jurisdictions

A 2239 km

+

Total kilometres travelled in non-member jurisdictions

B 0.0 km

▶

Total kilometres travelled

C 2239.43 km

 If you entered an amount in box B, enter below the **non-member** jurisdictions in which you travelled.

Total litres of fuel purchased


Based on all of your receipts for this type of fuel, enter the total number of litres purchased and used in qualified motor vehicles (no decimals).

÷

D

54

L

Kilometres per litre


Total kilometres travelled divided by total litres of fuel purchased (C ÷ D). Round off to 2 decimal points.

=

E

41.46

km/L

Additional information

Continued

Form prescribed by the President and Chief Executive Officer

1354 ZZ 49518352



REVENU
QUÉBEC

3 Tax payable (or overpaid), by type of fuel used
International Fuel Tax Agreement – IFTA

CAZ-510-V
2019-12
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IFTA number: Q 1 C Name: 12345 Qc Inc. Period covered: from 2 | 0 | 2 | 0 | 1 | 0 | 1 to 2 | 0 | 2 | 0 | 3 | 3 | 1
Y Y Y Y M M D D D to Y Y Y Y M M D D D

Distribute the total kilometres travelled in member jurisdictions (amount A), according to your distance records. Go to our website to see the version of the **Table of Rates (CAR-512-V)** for the period covered. The table contains information specific to certain jurisdictions and the table of rates. If a surcharge is payable, you must use a separate line to calculate it and enter 0 in columns H and L.

Column I: Some member jurisdictions may designate certain kilometres as non-taxable. Do not include these kilometres in column I. Contact member jurisdictions for information about any special conditions that may apply. If the number of kilometres travelled (column H) differs from the number of taxable kilometres (column I), explain the discrepancy by writing a note in the section "Additional information" on the preceding page.

Column L: If you purchase bulk fuel, enter only the number of litres (no decimals) used in qualified motor vehicles. Keep your receipts.

Column N: Enter the rate shown for that quarter in the CAR-512-V.

Column O: Based on the number of litres of taxable fuel used, if the amount is positive, you did not pay enough tax; if it is negative, you paid too much tax. We act on your behalf to remit the tax payable to the member jurisdictions concerned (or to claim from those jurisdictions any amount overpaid by you).

Column P: To calculate interest payable under IFTA, multiply the amount in column O (if it is positive) by the monthly rate of interest shown in the CAR-512-V, then by the number of months during which payment was outstanding (count each portion of a month as a full month). If your payment has been outstanding for longer than one quarter, use the interest rate in effect for each quarter. We will correct any calculation errors and advise you of the change. If the amount in column O is negative, you do not have to pay interest.

F	G	H	I	J	K	L	M	N	O	P	Q			
Member jurisdictions in which you travelled	Do not use this area	Kilometres travelled (no decimals)	Taxable kilometres (no decimals)	Kilometres per litre (amount E)	Litres of taxable fuel (I ÷ J) (no decimals)	Litres of fuel purchased (tax paid) (no decimals)	Litres of fuel subject to tax (or overtaxed) [K - L]	Tax rate (4 decimal points)	Tax payable (or overpaid) [M x N]	Interest payable under IFTA	Amount payable (or overpaid) [O + P]			
Quebec	<input checked="" type="checkbox"/>	2239	2239	41.46	54	54	0.0	0.192	0.0	0.0	0.0			
	<input type="checkbox"/>			41.46			0		0		0			
	<input type="checkbox"/>			41.46			0		0		0			
	<input type="checkbox"/>			41.46			0		0		0			
	<input type="checkbox"/>			41.46			0		0		0			
	<input type="checkbox"/>			41.46			0		0		0			
	<input type="checkbox"/>			41.46			0		0		0			
	<input type="checkbox"/>			41.46			0		0		0			
	<input type="checkbox"/>			41.46			0		0		0			
	<input type="checkbox"/>			41.46			0		0		0			
	<input type="checkbox"/>			41.46			0		0		0			
	<input type="checkbox"/>			41.46			0		0		0			
	<input type="checkbox"/>			41.46			0		0		0			
	<input type="checkbox"/>			41.46			0		0		0			
	<input type="checkbox"/>			41.46			0		0		0			
	<input type="checkbox"/>			41.46			0		0		0			
	<input type="checkbox"/>			41.46			0		0		0			
	<input type="checkbox"/>			41.46			0		0		0			
	<input type="checkbox"/>			41.46			0		0		0			
Total for member jurisdictions* Add the amount in each column. Amount U must be equal to amount A.		U	2239.0			X	54.0			R	0.0	S	T	0.0

Total for non-member jurisdictions* Amount V must be equal to amount B.	V	0.0	Total number of litres purchased in non-member jurisdictions and of litres purchased without suitable proof of payment of the tax payable*	Y	
Add amounts U and V. Amount W must be equal to amount C.	W	2239.43	Add amounts X and Y (amount Z must be equal to amount D).	Z	54.0

* If you complete more than one page for this fuel, enter the totals only on the last page and check the box. **Continued**

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