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 Taxation and
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GASOLINE TAX

NOTICE

PRINCE EDWARD ISLAND

GTN: 287

IFTA Quarterly Tax Report Online

Taxation and Property Records has developed a new Excel version of the **International Fuel Tax Agreement (IFTA) Quarterly Tax Report**. This form has been created to assist IFTA carriers in the preparation and filing of their IFTA Quarterly Tax Report, and is available on the PEI government web site (www.princeedwardisland.ca).

The benefit of the new form is that all of the necessary calculations are done automatically. This will reduce the risk of error when preparing the report and reduce the amount of time required to complete the report. As an IFTA Carrier you will only need to enter the total kilometres travelled and tax paid litres purchased, in each jurisdiction. The new form will perform all the necessary calculations and indicate if there is tax due, or if a credit/refund is available for the IFTA Carrier. The Excel version of the form is currently only available for Special Diesel and Gasoline. However, the form will be expanded to include other fuel types as required.

The Excel version of the IFTA Quarterly Tax Report is available at the following link:
<https://www.princeedwardisland.ca/en/form/ifta-quarterly-tax-report>

To file the report, print two copies of the completed form, sign the forms, and mail one copy to Taxation and Property Records, PO Box 1330, Charlottetown, PE, C1A 7N1. Keep the second copy for your records.

Instructions for the use of this form are given on the back of this notice.

If you have any questions about the new form, contact Taxation and Property Records at (902) 368-4070.

Please Note: Should any discrepancy arise between the amounts on the Excel version of the form and the amounts on the IFTA billing notice prepared by the Taxation and Property Records, the amounts on the IFTA billing notice shall prevail.

Further information can be obtained by contacting:

Taxation and Property Records Division
 Department of Finance
 PO Box 1330
 Charlottetown, PE, C1A 7N1

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 Website: www.princeedwardisland.ca

This guide is prepared for information purposes only, and should not be considered a substitute for the statutes. Should there be any conflict between the contents of this guide and the statutes, the statutes shall prevail.

Instructions for Use of the Excel Version of the International Fuel Tax Agreement (IFTA) Quarterly Tax Report

An Excel version of the form has been created to assist IFTA carriers in the preparation and filing of their IFTA Quarterly Tax Report. All calculations are automatically updated as new data are entered. Use the following instructions to complete the Excel version of the IFTA Quarterly Tax Report.

Instructions:

1. Ensure that any data previously entered is cleared from the form before beginning a new return.
2. Use the dropdown list to **Select the Filing Quarter (Cell G14)**
3. Enter the company's **Name and Address (Cells B14, B15 and B16)**
4. Enter the company's IFTA **Account No. (Cell C18)**
5. Use the dropdown list to select the **Fuel Type** (either Special Diesel or Gasoline) **(Cell C19)**
6. Indicate if this is an Amended Report **(Cell C20)**

Repeat the following instructions for each jurisdiction with kilometres travelled.

7. Enter the **Total Kms** travelled in the jurisdiction in **column 3**. Please round kilometres to the nearest whole kilometre.
8. If the **Total Taxable Kms** are different than the **Total Kms**, enter the **Total Taxable Kms** in **column 4**. Please round kilometres to the nearest whole kilometre.
9. Enter the **Tax Paid Litres Purchased** in **column 6**. Please round to the nearest whole litre.

After data for all jurisdictions in which travel has occurred has been entered, go to **Line (13) Balance due from Previous Quarter (Cell J91)**.

10. Enter the **Balance due from Previous Quarter (Cell J91)**.

If taxes are due, they will appear in **Line (14) Total Due (Cell J92)**. If a credit or refund is due, it will appear in **Line (15) Credit/Refund (Cell J93)**.

11. Print two copies of the completed form and sign and date the copies. Mail one copy to Taxation and Property Records, PO Box 1330, Charlottetown, PE, C1A 7N1. Keep the second copy for your records.