

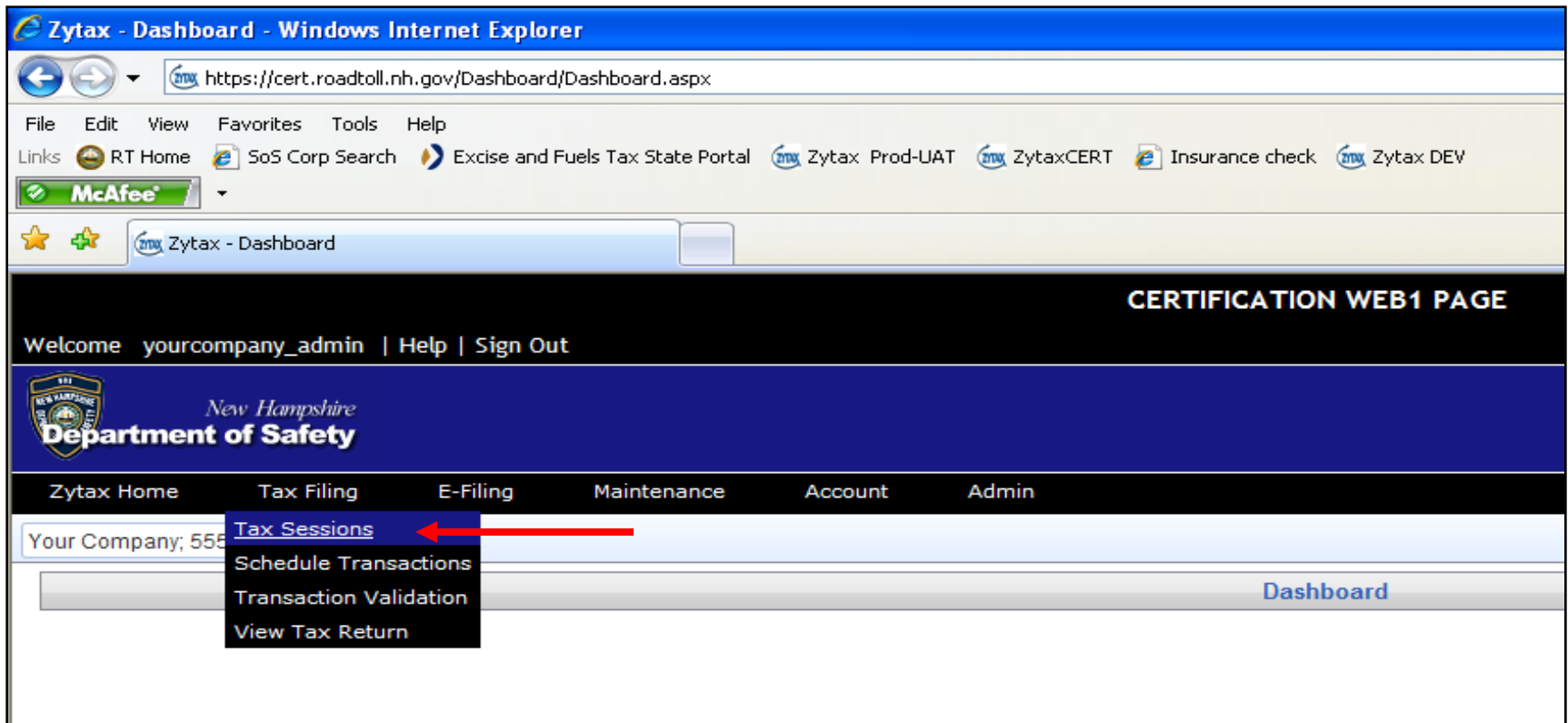


# New Hampshire Department of Safety Road Toll Bureau

E-file tutorial:

**Manually (**non-EDI**) Creating and  
Filing a Tax Return in the NH  
AFTS Certification Site**

# After logging in, go to Tax Filing > Tax Sessions, as shown below:




# The following “Tax Session” screen appears. Select “Add New Record”.

CERTIFICATION WEB1 PAGE

Welcome [yourcompany\\_admin](#) | [Help](#) | [Sign Out](#)

an official **NEW HAMPSHIRE** government website

 **New Hampshire Department of Safety**

**New Hampshire Department of Safety**

[Zytax Home](#) | [Tax Filing](#) | [E-Filing](#) | [Maintenance](#) | [Account](#) | [Admin](#)

Your Company: 55555555! ▼

[Tax Sessions](#)

☒ Show Open Tax Sessions Only ☐ Show All Tax Sessions

[Add New Record](#) ← [Group By](#) | [Filter](#) | [Refresh](#)

Company	Taxpayer Type	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
No records to display.								

[Add New Record](#) [Group By](#) | [Filter](#) | [Refresh](#)

Page: 1 of 1 Go Page Size: 20 Change items 0 to 0 of 0.

Excel ▼ Export

# The following “Create Session” screen appears.

The screenshot shows the 'Tax Sessions' application window with a modal dialog box titled 'Zytax - Create Session' open. The background window has a title bar 'Tax Sessions' and two radio buttons: 'Show Open Tax Sessions Only' (selected) and 'Show All Tax Sessions'. Below these is a table with columns 'Company', 'Taxpayer Type', and 'Start Date', which is currently empty with the message 'No records to display.' and an 'Add New Record' button. At the bottom of the background window are navigation buttons (back, forward, first, last) and an 'Export' button.

The 'Zytax - Create Session' dialog box contains the following fields:

- Country: United States (dropdown)
- Jurisdiction: New Hampshire (dropdown)
- Taxpayer Type: Distributor (dropdown)
- Terminal Code: (empty dropdown)
- Begin Period Date: 10/1/2010 (text input with calendar icon)
- End Period Date: 10/31/2010 (text input with calendar icon)
- Sequence: 0 (text input)
- Original session (dropdown)

At the bottom of the dialog box is a 'Create Session' button and a copyright notice: 'Copyright © 2005 - 2010 Zytax'.

# Create Session screen Information

- Licensees may only create session types related to the license types they hold, i.e., Distributor, Oil Discharge Fee, etc. We'll chose Distributor.

End Date Zytax - Create Session

Country United States

Jurisdiction New Hampshire

Taxpayer Type Distributor

Terminal Code Distributor

Begin Period Date

End Period Date 10/31/2010

Sequence 0

Original session

Create Session

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# Create Session screen Information (cont.)

- Licensees must choose the reporting period (month) start date for the tax session. We'll use 10/1/2010.

The screenshot shows the 'Zytax - Create Session' window. The 'Begin Period Date' field is set to '10/1/2010'. The 'End Period Date' field has a calendar popup open for 'October 2010'. The calendar shows the days of the week (S, M, T, W, T, F, S) and the dates. The date '1' is highlighted in orange. A red arrow points from the text 'We'll use 10/1/2010' to the date '1' in the calendar.

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

# Create Session screen Information (cont.)

Note the following: the “**End Period Date**” is automatically entered; the “**Sequence**” = “**0**” for an original tax session, and it will read “Original Session” (the 1st amendment to a tax session would have “Sequence” = “1”, and it will read “Amendment”).

The screenshot shows the "Zytax - Create Session" window. It contains the following fields and values:

Field	Value
Country	United States
Jurisdiction	New Hampshire
Taxpayer Type	Distributor
Terminal Code	
Begin Period Date	10/1/2010
End Period Date	10/31/2010
Sequence	0
Sequence Dropdown	Original session

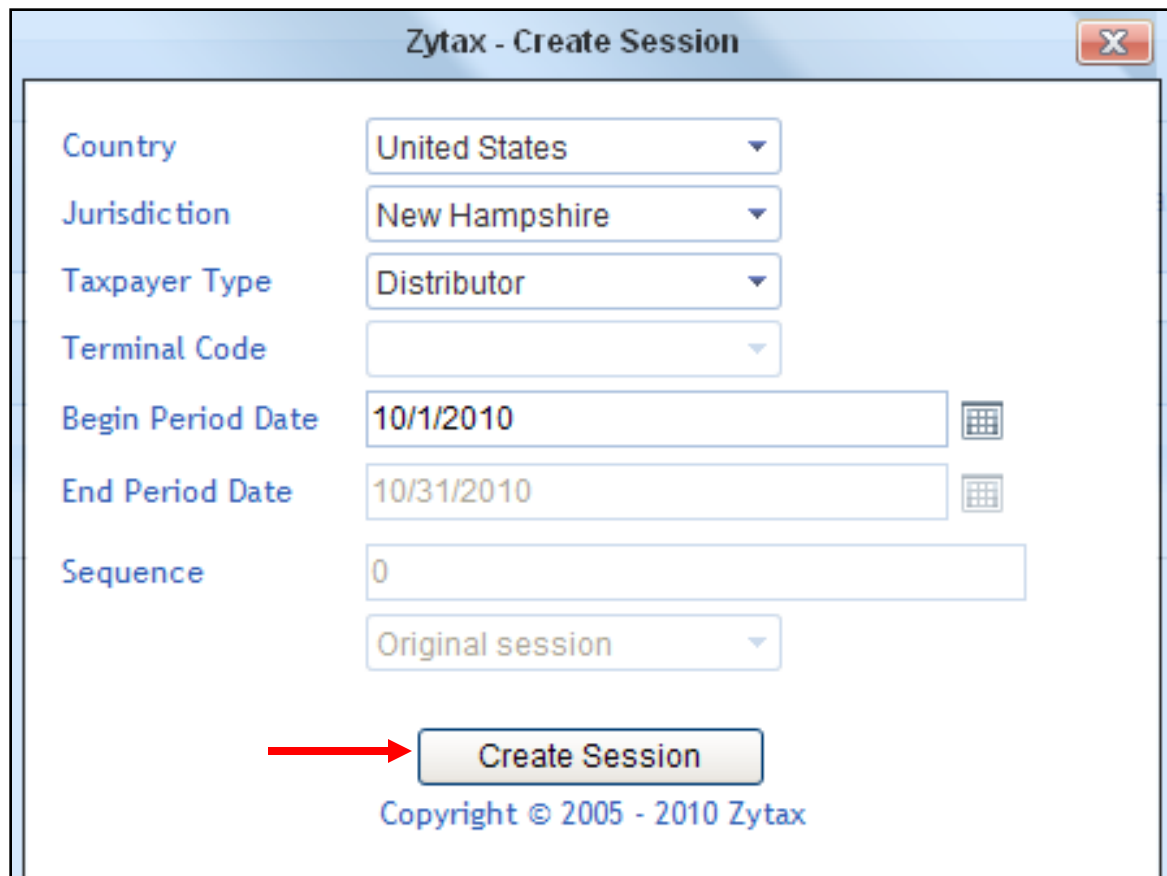
Red arrows indicate that the "Sequence" field is set to "0" and the dropdown menu shows "Original session".

**Create Session**

Copyright © 2005 - 2010 Zytax

# Create Session screen Information (cont.)

- Click “Create Session” to create new tax session.



The screenshot shows a software window titled "Zytax - Create Session". It contains several input fields for creating a new tax session. The fields are arranged in a list on the left, with their corresponding input controls on the right. The "Create Session" button is highlighted with a red arrow.

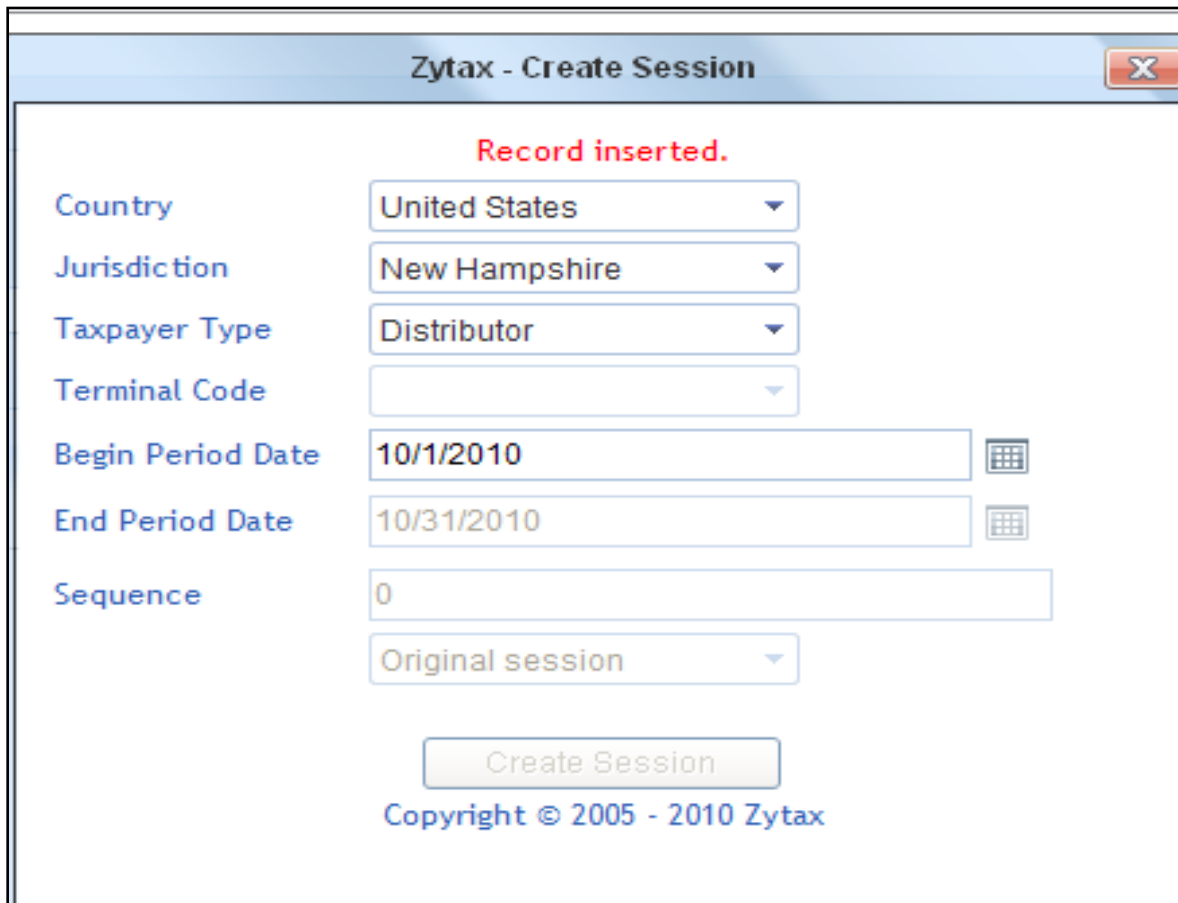
Field Label	Value / Control
Country	United States (dropdown)
Jurisdiction	New Hampshire (dropdown)
Taxpayer Type	Distributor (dropdown)
Terminal Code	(empty dropdown)
Begin Period Date	10/1/2010 (text field with calendar icon)
End Period Date	10/31/2010 (text field with calendar icon)
Sequence	0 (text field)
	Original session (dropdown)
<b>Create Session</b> (button)	

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# Create Session screen Information (cont.)

- The screen will now show, “**Record Inserted**”. Click on the red **X** to close the Create Session screen.



The screenshot shows a window titled "Zytax - Create Session" with a red "X" button in the top right corner. The main content area displays a red message "Record inserted." at the top. Below this, there are several input fields and dropdown menus:

- Country: United States (dropdown)
- Jurisdiction: New Hampshire (dropdown)
- Taxpayer Type: Distributor (dropdown)
- Terminal Code: (empty dropdown)
- Begin Period Date: 10/1/2010 (text field with calendar icon)
- End Period Date: 10/31/2010 (text field with calendar icon)
- Sequence: 0 (text field)
- Original session (dropdown)

At the bottom, there is a "Create Session" button and a copyright notice: "Copyright © 2005 - 2010 Zytax".


Note that there now is an open record in the Tax Sessions screen. Part of the screen is shown below; note the Distributor Tax session that is open (unfiled) for the reporting month beginning 10/1/10.

Your Company; 5555555! ▾


---

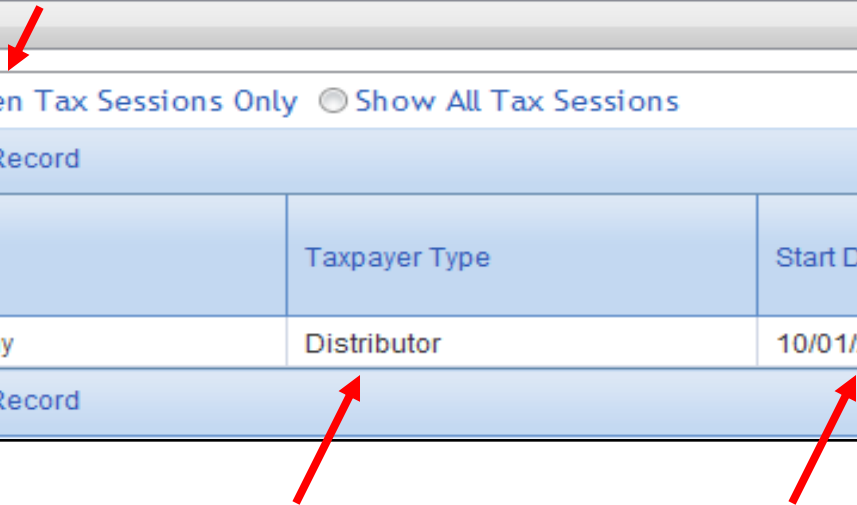
Tax Sessions

☒ Show Open Tax Sessions Only   ☐ Show All Tax Sessions

 Add New Record

Company	Taxpayer Type	Start Date	End Date	Se
Your Company	Distributor	10/01/2010	10/31/2010	

 Add New Record



Click on the Distributor Tax session; you will see the following **context menu** appear. Select “Schedule Transactions” from the context menu to begin the process of creating tax return Schedule Transactions.

Tax Session		Scheduled Task Status		
Add New Record		Open Tax Sessions		
Company Name	Taxpayer Description	Terminal Code	Start Date	End Date
Your Company	Distributor			10/31/2010
Add New Record				
<div>⏮ ⏪ 1 ⏩ ⏭</div>				
Export as scheduled task - Excel		Submit		

Schedule Transactions

Transaction Validation

Session Details

View Tax Return

File Tax Return

Create Amendment

Page:

The “Schedule Transactions” screen appears, as shown below.

Zytax Home Tax Filing E-Filing Maintenance Account Admin

Your Company; 55555555' United States > New Hampshire > Distributor > 10/1/2010 - 10/31/2010 Sequence 0

**Schedule Transactions**

2: Gallons received from NH licensed distributors in NH for bulk storage

Add New Record Filter Refresh

No records returned.

Add New Record Filter Refresh

Page: 1 of 1 Go Page Size: 20 Change Items 0 to 0 of 0.

Excel Export

**The following information will help you work in the Schedule Transaction screen and other areas required to file a tax return in your tax session.**

Select the schedule you want to work on from the drop down menu

The screenshot shows the 'Schedule Transactions' window. A dropdown menu is open, displaying a list of schedule codes and their descriptions. The first item, '2: Gallons received from NH licensed distributors in NH for bulk storage', is highlighted. Other visible items include '2E: Gallons received from NH licensed distributors in NH for export', '2F: Gallons received from NH licensed distributors in NH and direct shipped to customers', '3: Gallons imported from another state direct to customer', '4: Gallons imported from another state into NH bulk storage', '5: Gallons delivered - taxable', '5X: Gallons delivered to Air Carriers taxable at a lower tax rate', '6: Gallons delivered to NH licensed distributors', '6F: Gallons of dyed diesel and dyed kerosene sold for tax exempt purposes', '7: Gallons exported', '8: Gallons delivered to US Govt (bulk) tax exempt', '9: Gallons delivered to State/Local Govt (Bulk) tax exempt', '13C: Retail Sales to US Govt and their agencies', '13H: Retail Sales to Local or State Govt and their agencies', '13K: Retail Sales to State, Local or US Govt and their agencies at the Air Carriers rate', 'INT01: Ending Physical Inventory', and 'INT02: Transfer'. The background shows a table with columns for 'Filter' and 'Refresh', and a 'Page size' dropdown set to '20'.

Next Select “Add New Record”

The screenshot shows the 'Schedule Transactions' window. The dropdown menu is now closed, and the selected schedule code is '3: Gallons imported from another state direct to customer'. Below the dropdown, there is a button labeled 'Add New Record'. The table below the button shows 'No records returned.' and another 'Add New Record' button. The 'Page size' dropdown is still set to '20', and the 'Excel' button is visible at the bottom.

Enter the information for the schedule

The screenshot shows the 'Zytax - Schedule Transaction' window. The form contains the following fields: 'Schedule Code' (set to '3: Gallons imported from another state direct to customer'), 'Product', 'Carrier', 'Mode', 'Origin', 'Destination', 'Supplier', 'Date Received', 'Document Number', 'Gross Gallons', and 'Net Gallons'. There is an 'Insert' button at the bottom. The window title bar shows 'E-Filing Reporting Maintenance Zytax - Schedule Transaction'.

Dropdowns in the schedule entry page are used to select individual components. As an example, the screen below shows the mode dropdown list:



## Schedule Entry Components

Dropdown lists are populated in the following manner:

The Product list is provided by and maintained by New Hampshire Road Toll.

The Carrier list includes two types of entries

- New Hampshire Licensed Transporters – provided by and maintained by New Hampshire Road Toll
- Filer entered Business Entities with NH Business Account type of ‘Carrier’

The Origin list includes two types of entries

- Terminal Locations – provided by and maintained by New Hampshire Road Toll
- Filer entered Locations.

The Destination list is populated from the same locations used to populate the Origin list

- Terminal Locations – provided by and maintained by New Hampshire Road Toll
- Filer entered Locations

The Mode List is provided by and maintained by New Hampshire Road Toll.

The Supplier list includes two types of entries

- New Hampshire Distributor Licensees, ODPC Licensees, and Biodiesel Licensees – provided by and maintained by New Hampshire Road Toll
- Filer entered Business Entities with NH Business Account type of ‘Seller’

The Buyer list includes two types of entries

- New Hampshire Distributor Licensees, ODPC Licensees, and Biodiesel Licensees – provided by and maintained by New Hampshire Road Toll
- Filer entered Business Entities with NH Business Account type of ‘Buyer’

The Consignor list includes two types of entries

- New Hampshire Distributor Licensees, ODPC Licensees, and Biodiesel Licensees – provided by and maintained by New Hampshire Road Toll
- Filer entered Business Entities with NH Business Account type of ‘Consignor’

Date Fields (Date Received, Date Shipped, Date Delivered) are populated in the following manner:

- Using the calendar control to select a date
- Typing in a date using a mmddyy, mmddyyyy, mm/dd/yy or mm/dd/yyyy format

Text Fields (Document Number, Gross Gallons, Net Gallons) are populated in the following manner:

- Typing a value in the text box

## Schedule Entry Validation

Once all the components for a schedule transaction are completely entered, pressing insert will check for errors. If errors are found, error messages are displayed; the schedule transaction is not saved until corrections are made and insert is pressed again.

The screen below shows a schedule transaction with validation errors:

The screenshot shows a web application window titled "Zytax - Schedule Transaction" with tabs for "Cross Matching", "Account", and "Admin". A red error message at the top states: "Record could not be inserted. 2927: Critical: Destination must be in New Hampshire." Below this, a form contains the following fields and values:

Schedule Code	2: Gallons received from NH licensed distributors in NH for bulk storage
Product	160 - Diesel Fuel - Undyed
Carrier	Carrier C; ; 111080111; 111080111
Mode	[Empty] <span style="color: red;">Field Required</span>
Origin	Concord, NH; ; ; Concord, NH
Destination	New Haven, CT; ; ; New Haven, CT
Supplier	Fuel Dealer; ; 222000222; 222000222
Date Received	1/21/2010
Document Number	789987
Gross Gallons	7,700
Net Gallons	7,710

At the bottom of the form is an "Insert" button and a copyright notice: "Copyright © 2005 - 2010 Zytax".

If no errors are found, the schedule transaction is saved and the insert page is redisplayed with several pre-filled values from the previously saved schedule. This functionality is designed for ease of data entry. Any pre-filled value can easily be modified by selecting another value from a dropdown list or keying in a new entry.

As schedule transactions are inserted, the saved records will appear in the schedule transactions grid.



The screen below shows retained values after successful insert:

The screenshot shows a web application window titled "Zytax - Schedule Transaction". The window has a menu bar with "Cross Matching", "Account", and "Admin". A red message "Record inserted." is displayed at the top. The form contains the following fields:

Schedule Code	2: Gallons received from NH licensed distributors in NH for bulk storage
Product	160 - Diesel Fuel - Undyed
Carrier	Carrier B; ; 888080888; 888080888
Mode	J - Truck
Origin	Concord, NH; ; ; Concord, NH
Destination	Concord, NH; ; ; Concord, NH
Supplier	Best Oil Company; ; 999000999; 999000999
Date Received	1/8/2010
Document Number	
Gross Gallons	
Net Gallons	

At the bottom of the form is an "Insert" button and a copyright notice: "Copyright © 2005 - 2010 Zytax".

## Update Record – Modify Schedule Transaction

To update an existing Schedule Transaction Record, first select a schedule from the schedule dropdown. In the Schedule Transactions grid, locate the transaction to be updated. Using the filter function can help locate the transaction.

Clicking on a row in the grid will display the Schedule Transaction Update screen. The screen below will appear and allows modification of the displayed transaction.

**Zytax - Schedule Transaction**

Schedule Code: 2: Gallons received from NH licensed distributors in NH for bulk storage

Product: 065 - Gasoline

Carrier: Carrier B; ; 888080888; 888080888

Mode: J - Truck

Origin: Concord, NH; ; ; Concord, NH

Destination: Concord, NH; ; ; Concord, NH

Supplier: Best Oil Company; ; 999000999; 999000999

Date Received: 1/7/2010

Document Number: 555

Gross Gallons: 5,000

Net Gallons: 5,000

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**Note:** When working in Schedule Transaction “Insert” indicates adding a new record, “Update” indicates editing/changing an existing record.

## Delete Record – Delete Schedule Transaction

To delete an existing Schedule Transaction Record, first select a schedule from the schedule dropdown. In the Schedule Transactions grid, locate the transaction to be deleted. Using the filter function can help locate the transaction.

Clicking on a row in the grid will display the Schedule Transaction Update screen, which allows deletion of the displayed transaction.

Pressing 'Delete' will display a confirmation message as shown on the screen below. Pressing 'Cancel' will stop the deletion request. Pressing 'OK' will delete the record.

The screenshot shows the 'Zytax - Schedule Transaction' window. It contains a form with the following fields:

- Schedule Code: 2: Gallons received from NH licensed distributors in NH for bulk storage
- Product: 065 - Gasoline
- Carrier: Carrier B; ; 888080888; 888080888
- Mode: J - Truck
- Origin: Concord, NH; ; ; Concord, NH
- Destination: Concord, NH; ; ; Concord, NH
- Supplier: Best Oil Company; ; 999000999; 999000
- Date Received: 1/7/2010
- Document Number: 555
- Gross Gallons: 5,000
- Net Gallons: 5,000

At the bottom of the form are 'Update' and 'Delete' buttons. A 'Message from webpage' dialog box is open in the center, asking 'Delete current record?' with 'OK' and 'Cancel' buttons. The copyright notice 'Copyright © 2005 - 2010 Zytax' is visible at the bottom.

## Generate Return

From the "Tax Sessions" screen click on the report you wish to generate and a drop down menu will appear. Returns cannot be viewed or filed until generated. Note the "Return Generation Needed" column, if YES the return needs to be generated. Click on "Session Details".

The screenshot shows the 'Tax Sessions' screen with a table of tax sessions. The table has the following columns: Company Name, Taxpayer Description, Terminal Code, Start Date, End Date, Sequence, Due Date, Critical Schedule Errors, Return Generation Needed, Return Status, and Session Locked. The 'Return Generation Needed' column has arrows pointing to the 'Yes' values in the second and fourth rows.

Company Name	Taxpayer Description	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status	Session Locked
BAP	Distributor		09/01/2010	09/30/2010	0	10/20/2010		Yes	Passed	No
BAP	Distributor		08/01/2010	08/31/2010	0	09/20/2010		Yes	Passed	No
BAP	Oil Discharge Fee		2010	08/31/2010	0	09/20/2010		Yes	Passed	No
BAP	Oil Discharge Fee		2010	07/31/2010	0	08/20/2010		Yes	Passed	No

A context menu is open over the fourth row, showing options: Schedule Transactions, Transaction Validation, Session Details (highlighted), View Tax Return, File Tax Return, and Create Amendment.

The Generate Return screen opens. In the Generate Return screen select “Save & Regenerate”.  
 Note: On Distributor reports, if your company has a beginning inventory, you would enter inventory in “Generate Return”, select “Form Manual Entry” and enter inventory.

Session Details

Form Settings Form Manual Entry Override Filer Intent History Log

Field	Value / Override System Value	
Audited By		
Audit Date		
Verified By		
Verified Date		
Line 1 - Beginning Physical Inventory (must agree with prior months ending inventory) - Automotive Gasoline		<input type="radio"/> Yes <input checked="" type="radio"/> No
Line 1 - Beginning Physical Inventory (must agree with prior months ending inventory) - Special Fuel		<input type="radio"/> Yes <input checked="" type="radio"/> No
Line 1 - Beginning Physical Inventory (must agree with prior months ending inventory) - Aviation Gasoline		<input type="radio"/> Yes <input checked="" type="radio"/> No
Line 1 - Beginning Physical Inventory (must agree with prior months ending inventory) - Jet Fuel		<input type="radio"/> Yes <input checked="" type="radio"/> No
Line 3 - Gallons of biodiesel refined, distilled, blended or manufactured	0	
Taxpayer Contact	Betty A. Page	
Date		<input type="radio"/> Yes <input checked="" type="radio"/> No

Save & Regenerate Give Ownership

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Once “Save & Regenerate” has been clicked you should receive a message, “Record updated”.  
 You can now red “X” out and view and/or file your return.

Session Details

Record updated.

Form Settings Form Manual Entry Override Filer Intent History Log

Field	Value / Override System Value	
Audited By		
Audit Date		
Verified By		
Verified Date		
Line 1 - Beginning Physical Inventory (must agree with prior months ending inventory) - Automotive Gasoline		<input type="radio"/> Yes <input checked="" type="radio"/> No
Line 1 - Beginning Physical Inventory (must agree with prior months ending inventory) - Special Fuel		<input type="radio"/> Yes <input checked="" type="radio"/> No
Line 1 - Beginning Physical Inventory (must agree with prior months ending inventory) - Aviation Gasoline		<input type="radio"/> Yes <input checked="" type="radio"/> No
Line 1 - Beginning Physical Inventory (must agree with prior months ending inventory) - Jet Fuel		<input type="radio"/> Yes <input checked="" type="radio"/> No
Line 3 - Gallons of biodiesel refined, distilled, blended or manufactured	0	
Taxpayer Contact	Betty A. Page	
Date		<input type="radio"/> Yes <input checked="" type="radio"/> No

Save & Regenerate Give Ownership

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## Addition Information on Generate Return – History Log

The History Log tab provides a grid display of the history for the selected tax return. The history log will show each time the tax return was re-generated and will display informational, warning and error messages concerning the generation of the tax return. For some tax returns there will

The history log tab is shown below:

## View Tax Return

Tax Session		Scheduled Task Status							
Add New Record		Open Tax Sessions							
Company Name	Taxpayer Description	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status	
BAP	Distributor	09/01/2010	09/30/2010	0	10/20/2010		Yes	Passed	
BAP	Distributor	08/01/2010	08/31/2010	0	09/20/2010	0	No	Passed	
BAP	Oil Discharge Fee		8/31/2010	0	09/20/2010		Yes	Passed	
BAP	Oil Discharge Fee		7/31/2010	0	08/20/2010		Yes	Passed	

[Add New Record](#)

[Schedule Transactions](#)  
[Transaction Validation](#)  
[Session Details](#)  
[View Tax Return](#)  
[File Tax Return](#)  
[Create Amendment](#)


[Add New Record](#)

Page: 1 of 1 Go Page Size: 4 Change

View Tax Return displays the generated tax return and schedules in PDF format. The return can be downloaded or printed using standard PDF functionality.

Demo Company Inc; United States > New Hampshire > Distributor > 1/1/2010 - 1/31/2010 Sequence 0

1 / 7 91.3% Find



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF SAFETY**  
**ROAD TOLL BUREAU**  
**33 HAZEN DRIVE, CONCORD NH 03305**  
**TELEPHONE: (603)271-2311**

**FOR OFFICIAL USE ONLY**

Postmark Date: \_\_\_\_\_

Audited By: \_\_\_\_\_

Audit Date: \_\_\_\_\_

Verified By: \_\_\_\_\_

Verified Date: \_\_\_\_\_

**MOTOR FUEL & AVIATION FUEL DISTRIBUTOR REPORT**

**NAME:** Demo Company Inc

**ADDRESS 1:** 1234 Demo Street

**ADDRESS 2:** P.O. Box 888

**CITY/TOWN:** Concord

**STATE:** NH **ZIP CODE:** 03305

**MONTH OF:** January **YEAR:** 2010

REPORT MUST BE POSTMARKED NO LATER THAN THE 20<sup>TH</sup> DAY OF THE MONTH FOLLOWING THE REPORTING PERIOD

**TELEPHONE NUMBER:** \_\_\_\_\_

**LICENSE NUMBER:** 33033

**FEIN:** 333000333

INVENTORIES, RECEIPTS & DISBURSEMENTS	AUTOMOTIVE GASOLINE	SPECIAL FUEL	AVIATION GASOLINE	JET FUEL
1. Beginning Physical Inventory (must agree with prior month's ending inventory)	0	0	0	0
2. Receipts: (from Page 2, Section 1, Line 6)	27,000	15,500	0	0
3. Gallons of biodiesel refined, distilled, blended or manufactured		0		
4. Disbursements: (from Page 2, Section II, Line 8)	8,088	31,500	8,000	0
5. Transfers (from one product to another)	0	0	0	0

## File Tax Return

Once return has been reviewed, click “File Tax Return”

Tax Session		Scheduled Task Status							
Add New Record		Open Tax Sessions		Columns   1: Group B					
Company Name	Taxpayer Description	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status	
BAP	Distributor	09/01/2010	09/30/2010	0	10/20/2010		Yes	Passed	
BAP	Distributor	08/01/2010	08/31/2010	0	09/20/2010	0	No	Passed	
BAP	Oil Discharge Fee	<div>Schedule Transactions Transaction Validation Session Details View Tax Return File Tax Return Create Amendment</div>		8/31/2010	0	09/20/2010	Yes	Passed	
BAP	Oil Discharge Fee			7/31/2010	0	08/20/2010	Yes	Passed	
Add New Record		Columns   1: Group B							
				Page: 1 of 1 Go Page Size: 4 Change					

Selecting File Tax Return will provide a status screen that shows the details of the tax session that is being filed. An Electronic Acknowledgement must be checked in order for the tax return to be submitted for filing. The screen shown below is shown to allow the tax return to be filed.

File Tax Return	
Filing Status:	Open
Tax Return:	Distributor
Terminal:	
Tax Session Date:	1/1/2010 - 1/31/2010
Filing Due Date:	2/22/2010
Return Status:	Passed
<div>Electronic Acknowledgement By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of New Hampshire. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed. <input checked="" type="checkbox"/> I agree to the conditions of this submittal.</div>	
<div>Submit</div>	

After selecting Submit, the Select Payment Amount screen is displayed.

Select Payment Amount	
Tax Return:	
Filing Status:	Open
Tax Return:	Distributor
Terminal:	
Tax Session Date:	1/1/2010 - 1/31/2010
Filing Due Date:	2/22/2010
Return Status:	Passed
Payment:	
Current Amount Due:	\$180.00
Outstanding Balance Due:	\$0.00
Total Amount Due:	\$180.00
Payment Amount:	\$180.00
<div>Submit</div>	

The payment amount must equal either the current amount due or the total amount due. After selecting Submit, the following screen is displayed to allow the payment method to be selected.

<b>Select Payment Method:</b>	
<input checked="" type="radio"/> Electronic Funds Transfer	Payment by EFT is only available after successful completion of the Registration for Electronic Funds Transfer (RT 150) form. Select this payment option to pay via EFT.
<div>Submit</div>	

The only valid payment method is Electronic Funds Transfer. Selecting Submit will process the payment and display the Tax Return and Payment Confirmation screen.

Tax Return and Payment Confirmation	
<b>Tax Return:</b>	
Filing Status:	Filed
Tax Return:	Distributor
Terminal:	
Tax Session Date:	1/1/2010 - 1/31/2010
Filing Due Date:	2/22/2010
Return Status:	NotStarted
Date Filed:	1/19/2010 4:45:28 PM
Return Tracking Number:	1001900020
<b>Payment:</b>	
Payment Type:	EFT
Payment Amount:	180.00
Payment Tracking Number:	1001900019
* Please note the tracking number(s) for your records.	

The Payment and Return tracking number are displayed on the confirmation screen.

If you return to “Tax Sessions” you will noticed the report (Distributor) which was filed is no longer listed. In order to see filed returns select “Show All Tax Sessions”



Tax Sessions

Show Open Tax Sessions Only

Show All Tax Sessions

Add New Record

Group By | Filter | Refresh

Company	Taxpayer Type	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
BAP	Oil Discharge Fee	08/01/2010	08/31/2010	0	09/20/2010	0	Yes	Passed
BAP	Oil Discharge Fee	07/01/2010	07/31/2010	0	08/20/2010	0	Yes	Passed

Add New Record

Group By | Filter | Refresh

1

1

1

1

Page: 1 of 1 Go Page size: 2 Change

Item 1 to 2 of 2

Excel

Export

Now all tax sessions, open and filed are visible. Note the tracking number and filed date are also listed for filed tax returns.

Tax Sessions

Show Open Tax Sessions Only

Show All Tax Sessions

Add New Record

Group By | Filter | Refresh

Company	Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
BAP	Distributor	1025800008	09/01/2010	09/30/2010	0	10/20/2010	09/15/2010	Passed
BAP	Oil Discharge Fee	1024500002	09/01/2010	09/30/2010	0	10/20/2010	09/02/2010	Passed
BAP	Distributor	1025800007	08/01/2010	08/31/2010	0	09/20/2010	09/15/2010	Passed
BAP	Oil Discharge Fee		08/01/2010	08/31/2010	0	09/20/2010		Passed
BAP	Oil Discharge Fee		07/01/2010	07/31/2010	0	08/20/2010		Passed

Add New Record

Group By | Filter | Refresh

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Item 1 to 5 of 5

Excel

Export

## Create Amendment

When selecting a filed tax session from the Tax Sessions grid, the Create Amendment option is available for sessions that do not already have an amended session. Selecting this option will display a confirmation screen that allows the amendment to be created. The following screen is displayed.

Company	162
Country	USA
Jurisdiction	NH
Taxpayer Type	DST
Begin Period Date	1/1/2010
End Period Date	1/31/2010
Amendment Type	Amended session
Sequence	0
Filed Date	1/19/2010
<div>Create Amendment</div>	

Selecting Create Amendment will display the message “Record inserted.” at the top of the screen. Licensees then enter schedule transactions as required to create and subsequently file an amended tax session.

## **Troubleshooting and Additional Information**

- A. If a business entity you have setup will not populate in the desired field, check to make sure “Business Account” was setup (refer to Business Entity Training Document).
- B. If City is not populating in Origin/Destination most likely “City” was not entered into proper field. Make location obsolete and recreated (refer to Location Training Document).
- C. If you cannot view a tax return or not all the information entered on schedules appear when tax return is viewed make sure the return has been generated. (Review “Return Generation Needed” column and if it is YES then generate the return).
- D. If you cannot file the return make the return has been generated (Review “Return Generation Needed” column and it is YES then generate the return).
- E. If you have ending inventory on distributor report, select schedule INTO1 from schedule drop down menu.
- F. If filing a transporter report, all business entities that should be scheduled as “Person Hiring the Carrier” should be set up under business accounts as “Consignor” in addition to buyer/seller.
- G. You have generated the return but the return status is “pending” or “running”, click on the refresh button until status changes to “passed”.
- H. If you filed a tax return and discovered errors or missing information, an amended return will need to be filed. (Contact Road Toll Bureau if assistance is needed in filing an amended return).