



GEORGIA DEPARTMENT OF REVENUE

▪ MOTOR VEHICLE DIVISION ▪

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Douglas J. MacGinnitie, Commissioner ▪ **Georgia Steele**, Director

GEORGIA DEPARTMENT OF REVENUE 2015 IFTA ANNUAL RENEWAL INSTRUCTIONS

Your 2014 IFTA Registration expires on **December 31, 2014**. Please renew your registration on-line no later than **November 18, 2014** by using the Department's Georgia Trucking Portal at: [HTTPS://WWW.CVISN.DOR.GA.GOV](https://www.cvisn.dor.ga.gov) in order to access IFTA registrations through the Georgia Tax Center web application.

Georgia's Trucking Portal offers a "one stop shop" for users to access all **CVISN credentialing applications** including International Fuel Trade Agreement (IFTA), International Registration Plan (IRP), Unified Carrier Registration (UCR), Georgia Intrastate Motor Carrier (GIMC), Trip/Fuel/Hunters Permitting as well as Oversize/Overweight Permitting.

Problems that will delay IFTA renewal requests and IFTA decal orders:

outstanding/unpaid tax liabilities such as IFTA Quarterly Fuel Tax Returns, Motor Fuel Tax, Sales Tax, Individual Tax, Withholding Tax, or Corporate Tax.

To access IFTA online services we will need your state tax identification number (STI) or Social Security Number (SSN), Federal Employee Identification Number (FEIN), International Registration Plan (IRP) account number, your business location's zip code, and specific payment amount that was paid for a prior tax period.

The Department will issue IFTA licenses and decals as online applications are received. You are not required to renew IFTA registration decals if your truck no longer travels outside of the state of Georgia.

How to submit IFTA applications, decal orders, Quarterly Tax Returns, and payments:

If you do **not** already have access to IFTA online registrations through the Georgia Tax Center, follow these instructions:

1. Go to [HTTPS://WWW.CVISN.DOR.GA.GOV](https://www.cvisn.dor.ga.gov) to access Georgia Trucking Portal options.
2. Select the International Fuel Trade Agreement (IFTA) option.
3. You will then be directed to the Georgia Tax Center in order to register IFTA account.
4. Underneath the "FOR BUSINESSES" option, select "Register a new GA business"
5. Follow instructions to look up NAICS code (have Federal Employee Identification Number (FEIN) available).
6. Enter all requested information in the appropriate fields to register your business.
7. Create a login ID and Password (both will be required each time you login)

After registering your IFTA account, you will receive an email from the Department (*no-reply@dor.ga.gov*) with login instructions and an authorization code. Please check your junk mail box if this email is not delivered to your email account's inbox.

If you already have access to the Georgia Tax Center for other for tax types, follow these instructions to add IFTA registration to your existing access:

1. Go to [HTTPS://WWW.CVISN.DOR.GA.GOV](https://www.cvisn.dor.ga.gov) to access Georgia Trucking Portal options.
2. Select the International Fuel Trade Agreement (IFTA) option.
3. You will then be directed to the Georgia Tax Center in order to register IFTA account.
4. Login to existing Georgia Tax Center account for any existing tax type (i.e., sales tax).
5. Select the "Add Access to Another Account" link.
6. Click drop down box for "Account Type," and select "International Fuel Tax" link.
7. Enter your IFTA identification number (IFTA ID number) in the "Account ID" field.
8. Enter business location zip code and amount of payment processed in your IFTA account for the specific tax period requested.
9. IFTA account will immediately be displayed in your Georgia Tax Center summary page.

*Please email IFTA.INQUIRIES@DOR.GA.GOV to resolve problems related to your IFTA account.