



Wyoming Fuel Tax News

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SEPTEMBER 2018

SPECIAL POINTS OF INTEREST:

- **New Electronic Filing**
- **More Electronic Filing**
- **ACH Information**
- **Document Requests**
- **We Share Your Passion**

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Visit us on the web:
www.dot.state.wy.us/home.html

New Electronic Filing

The time is near—deployment of the new and improved electronic filing process is scheduled for November 1, 2018. Yes, it is going to happen, and it's going to happen in less than a month. We are going to use as much space in the newsletter as necessary to explain what is happening leading up to and after deployment of the new filing system.

Let's get everyone caught-up with where the project is at and what you can expect over the next 4-6 weeks.

We are currently working through the final testing phase where we are testing the new filing system internally and a group of customers are testing it externally. This testing and related system "fixing" will occur the first two weeks of October. The week of October 15th has been set aside for final testing and final "fixes," and the last week of the month has been reserved for stabilization of the system. **Very Important To Note: All September returns must be submitted electronically by the end of business on Wednesday, October 31st** as the system will be unable to process any electronic files beginning November 1st. **Unfortunately, at this point, the new filing system does not allow for the filing of Dealer or Carrier reports or amendments to DIE/Supplier returns.**

Beginning November 1st, EDI filing customers will begin submitting TEST EDI files with the modifications to meet the NEW EDI format. EDI customers will be able to submit these test files in the new environment through Thursday, November 15th.

All customers will receive several emails related to the new filing process between November 1st and November 15th. During this timeframe, all September returns submitted by October 31st will be processed.

On Friday, November 16th all September files will have been processed and will be "cleared from the pipe." All FTA customers will receive an email that contains a link to the new filing system as well as their username and password.

Beginning on Monday, November 19th the new filing system will be available to accept October returns. While we hope that at this point everything runs smoothly, at the minimum we anticipate that there will be some questions, so we are always available, and our IT Team will be available to assist through the end of the month.

Some Things To Note

Receipt Number: One of the biggest concerns since we went to electronic filing has been the lack of confirmation that the file was actually *submitted* and *received*. We have solved the problem as you will receive a receipt number when you *submit* your file which is proof that your file has been *submitted*. Additionally, within 24 hours of your file being *submitted*, you will receive a system generated email that your file was successfully *received* or *rejected* due to *formatting* errors. Please appreciate that this only means that your return was successfully *received* or *rejected*, not that it has been audited.

The Pay Now function in the new filing system: While our vendor is not prepared to offer E-Check as an option at this point, you will have the option to select ACH as a payment option. We have attempted to improve the process so you will be asked to complete several fields and then you will be taken to a page where all of the relevant information will be provided to you. ***(Please see the ACH instruction help on Page 3).*** **If you're already paying through ACH, you do**

(Continued on Page 2)

Electronic Filing Continued

not need to take any additional action.

Remitting payment and the receipt number:

Please be sure to include the receipt number on your check or ACH payment.

Other Documents: After you upload your EDI/CSV file you then have the opportunity to upload other documents. These documents would include supporting documentation such as diversion schedules, Bills of Lading, freight invoices, etc. or other documents such as credit & billing notices. Based on how we are going to maintain those documents, we are going to ask our customers to specifically name these documents. We will send out a naming convention document for the naming of these documents, and it is our hope that we can make this transition smoothly. Additionally, there is an area in the filing environment where you can submit additional documents after you've filed your return (either initial documents you didn't attach with your return, or documents related to document requests you receive from us). These documents will be associated with the specific return they are related to which will allow for more efficiency on our end.

Save vs. Submit: When filing your monthly return,

you will notice that you can complete the necessary fields, upload your EDI/CSV file, attach relevant documents, check the electronic signature box and then you can either save, submit or cancel. Please be aware that when you "save" you have not "submitted," but the cool part is that you can save your work and come back to it later to complete and "submit" it. Ultimately, to file your return you will have to hit the "submit" button. Once you have "submitted" your file it will be locked for 24 hours and then your main page will indicate whether your submission was successful or unsuccessful.

Apply Changes: This will most often apply during your initial visit to the website, but it could apply should you change from one filing format to another (EDI to CSV). When you initially log-in to the filing environment you will need to identify the filing format that you will be using. You will click on the drop-down box and select either EDI or CSV, and then you must click the Apply Changes button for the selection to become your default filing format.

Trading Partner Agreement: Please ensure that you have mailed us a signed Trading Partner Agreement as this is a lynchpin to you having the ability to file your returns

with Wyoming FTA. As a reminder, the individual authorized to submit electronic files for your organization is the individual that will receive email notifications from the filing system. Should that individual leave your organization, please notify us so we can get a new Trading Partner Agreement signed. Without this action, your organization will not be able to file returns with Wyoming FTA.

More Help: We will be sending all of this information, as well as additional information, in a memorandum to every FTA customer. Additionally, We will be emailing a set of instructions to each tax preparer that will detail what must be done the first time you log into the new filing system.

We appreciate that there are a lot of moving parts related to a transition like this, and we have attempted to provide a good amount of information to make this as painless as possible. Again, we will be providing more detailed information over the next few weeks, and of course we will be available to assist you through this transition. Please don't hesitate to contact us with any questions or concerns you may have.

Until next time.....



ACH Payment Instruction Help

Currency: USD
 Bank: xxx Account: 112211

WELLS FARGO BANK, N.A.
 Dept of Transportation

Payment Amount: 630,000.00

Originator

Entry Class: CCD
 Originator Company Name: FUEL TAX RETURN CORP
 Originator Company ID: xx

Receiver

Transaction Type: Credit
 Entry Description: PAYMENTS
 Receiver Name: WYDOT-FUEL
 Receiver ID: xx

Payment Detail

Addenda Items: 0
 Trace: 0xxxxxx
 Settlement Date: 09/24/2018
 Effective Date: 09/24/2018

Name (N1)

Entity ID Type: PAYEE
 Name: WYO-FUEL
 ID Type: FEIN Receipt No
 ID: FEIN 123456789M0201 RN244
 Entity ID Type: PAYER
 Name: FUEL TAX RETURN CORP

Accounts Receivable Open Item Reference (RMR)

Reference ID Type: WYO-FUEL
 Reference ID: FEIN 123456789M0201 RN244
 Payment Action Type:
 Amount Paid: 630,000.00
 Invoice Amount: 630,000.00
 Discount Amount: 0.00

Document Requests From FTA

As we have shared in previous newsletters, the Fuel Tax Team will be working on a three year strategic planning process which will streamline our workflow, and we here at FTA are always working towards transparency with our team and with our customers.

As FTA Tax Examiners work returns, customers are periodically asked for documentation in the form of Bills of Lading, invoices, freight bills, diversion documents, etc. The Fuel Tax Program tracks fuel from the terminal to the end user to ensure taxes are properly reported and paid and/or refunded in a timely manner. Wyoming Fuel Tax Administration operates under the Wyoming Statutes, Sections 39-17-101 through 39-17-311 which encompasses gasoline, diesel and alternative fuels.

When FTA asks for documentation, we require the information be submitted within 10 days. We currently accept the requested documentation via email or mail, whichever the customer prefers, and in the near future customers will be able to drop their documentation in the new filing environment. Per Wyoming Statute 39-17-107 (c) (ii), 39-17-207 (ii), and 39-17-307 (c) (ii), the licensee has 10 days from the date of request to provide documentation to the department. The 10 day window encompasses weekend days as the statute

does not state “business” days. When FTA receives the paperwork within the 10-day window, the licensee is considered to have filed timely. When the licensee does not provide the paperwork within the 10-day requirement, a second request for documentation is sent out. Ultimately, if the requested documentation is not received, the returns are then sent to the compliance team.

In related news, when licensees do not file returns timely, they will be assessed penalty and interest for the late filing. Two late filings in a twelve month period will also result in the customer needing to provide a bond. FTA works diligently to complete returns in a timely manner and the flow of necessary documents is key to that process being timely. Without question we have experienced timeframes where we have not been timely due to workforce changes and the related training curve for new team members. We appreciate that documentation requests that aren’t timely can negatively impact our customers, and we consciously make every effort to get caught-up so we are timely with those requests. Thank you for complying with our requests in a timely manner, and as always, please contact us if you have questions or concerns.

We Share Your **PASSION**

Justin Clark: Tax Examiner

My two passions are competitive shooting and traveling though I seem to spend most weekends competing. Now that I'm a new father, I usually only have enough time to compete in our local matches. Though I used to travel all over and have competed in State, National and World Championships. What I like most about shooting is the thrill of competition and the effort required to perform well. I've always been a competitive person and getting the opportunity to compete against some of the best shooters in the country is a

real thrill for me. I also love all the training and preparation that goes into it. I enjoy all the hours of training that are required and learning all the finer points of the sport.

I also enjoy going to new places and experiencing everything that they have to offer. Traveling has even become more important to me now that I have children. I want them to see and experience as much of the world as possible. My favorite place to visit is Grand Teton National Park, and I just love everything about it. I even made it a goal to visit the park at least once every year. I believe that my passions pair well with the day-to-day

activities of my job. I like learning all the technical details and minutiae of whatever I'm involved with. I also enjoy getting to deal with the complex and challenging opportunities that the Fuel Tax Administration faces every day.

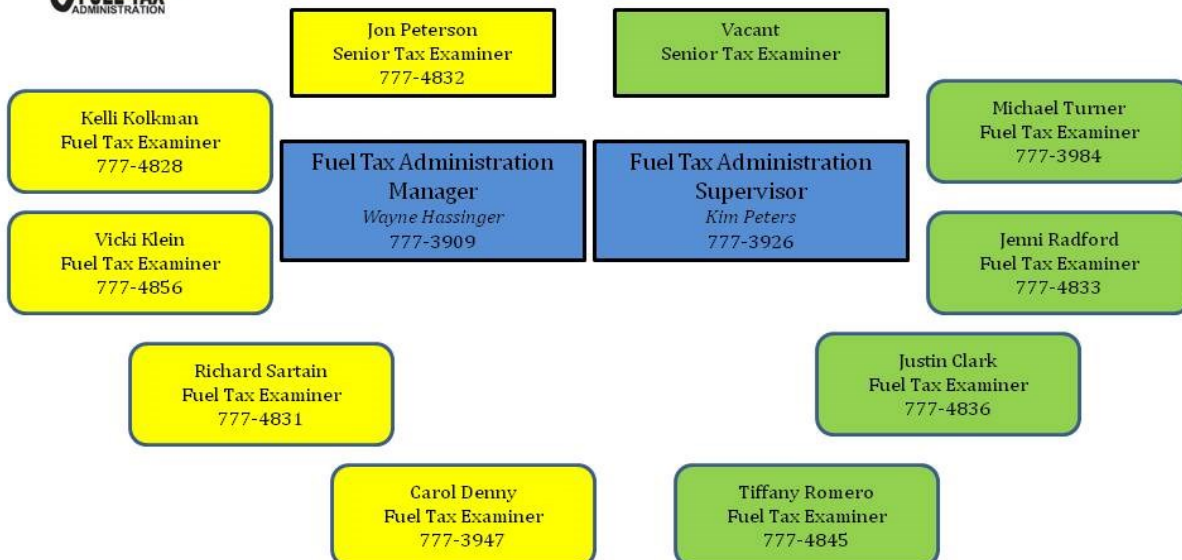


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Department of
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Fuel Tax Administration

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Fuel Tax Administration Team October 2018



Organizational Chart

Generous & Helpful - Giving Back

Compassionate & Caring