

Ministry of Finance

Tax Notice



ISSUED: October 2017

Notice 2017-004

gov.bc.ca/salestaxes

2018 IFTA Licence Renewal

Motor Fuel Tax Act

This is a reminder that your 2017 IFTA licence and decals will expire on December 31, 2017. To ensure you receive your 2018 IFTA licence and decals by January 1, 2018, you should renew no later than **November 20, 2017**.

Licence renewals received after November 20, 2017 will be processed in the order they are received and may take up to 21 days to process.

There are two renewal options.

Renew Online

Complete your renewal application and pay the \$100 renewal fee online using [eTaxBC](#).

Renew by Mail

Complete and sign the *Application for Carrier Licence: International Fuel Tax Agreement (IFTA)* ([FIN 363](#)) and send it back to us with:

- the renewal payment voucher, and
- your renewal fee of \$100 made by cheque or money order payable to the Minister of Finance. Payment must be in Canadian funds. We do not accept cash or credit card payments.

If you renew by mail, make sure you send your payment, voucher and application together. If you send them separately, the processing time will be significantly delayed.

You must complete all boxes on the application. The Certification by Applicant (item 19 on the paper application) must be signed by an authorized signing authority. If the applicant is a corporation, the declaration must be signed by a member of the board of directors or an authorized employee of the corporation.

Important Renewal Information

To renew your licence, your IFTA account must be in good standing, which means you have filed all tax returns up to and including your 3rd quarter 2017 tax return and your account does not have an unpaid balance.

If we have not received your 2018 renewal application by December 31, 2017, your IFTA account will be closed. However, you must still file all outstanding returns, including your 4th quarter 2017 tax return and pay any tax owing.

It is your responsibility to review your IFTA account information and make any necessary changes, such as your name, address or phone number. If you do not provide up-to-date information, there may be delays processing your renewal.

2018 IFTA credentials will be sent beginning December 1, 2017, and 2018 IFTA decals may be attached to vehicles immediately upon receipt. If you have questions about the status of your application, please contact us **after December 18, 2017**, to allow time for processing and mail delivery.

IFTA Decals

You may request one set of IFTA decals for each qualified IFTA vehicle you currently operate inter-jurisdictionally. If you plan to add qualified vehicles to your fleet during the calendar year, you may also request additional sets of decals at this time. However, we will review any unusually large requests, which may delay the processing of your licence renewal.

Authorized Representative

If you wish to have a representative prepare and sign your IFTA tax returns, and discuss your IFTA account information with us, please complete an *Authorization or Cancellation of a Representative* ([FIN 151](#)).

Further Information

Online: gov.bc.ca/salestaxes

Toll free in Canada: 1 877 388-4440

Email: FuelTax@gov.bc.ca

Subscribe to our [What's New](#) page to receive email updates when information changes.

The information in this notice is for your convenience and guidance and is not a replacement for the legislation.