



Intrastate (KIT) E-File

Kentucky's Motor Carrier Connect System allows Intrastate Tax (KIT) License holders to file their Intrastate (KIT) tax returns, reprint Intrastate (KIT) licenses, renew Intrastate (KIT) Licenses and make payments Online.

To get started processing Kentucky KIT Online, you will need:

- ▶ Internet Access.
- ▶ A computer with an up to date web browser.
- ▶ A Kentucky Online Gateway Account.

STEP 1: Login and Access your Account

1. Launch your browser and enter <https://ky.motorcarrierconnect.com>. The Kentucky Online Gateway login page will display.
2. Enter your Email Address and Password and sign in.
3. Your **Account Dashboard** will be displayed.
4. Select [File A Return](#) under Suggested Action – INTRASTATE TAX.

Tip: Your Motor Carrier Portal login will work with the Intrastate Tax login through Kentucky Online Gateway account.

STEP 2: Start the Return and your Complete Fuel Schedules

1. Your **File a Fuel Return** page is displayed. For the applicable years and quarter, select the [Start Q# Return](#) link.
2. The **Fuel Schedule Summary** page will display and the return status will show **'Not Started'**. Select the [Edit](#) link to enter the Fuel Schedule Detail page or select [Set No Operations](#) if you did not operate.
3. On the **Fuel Schedule Detail** page:
 - ▶ Enter **Total KY Distance (miles)** and **Total Fuel (gallons)**;

- ▶ Select 'Yes' to enter Non-Intrastate miles and gallons (**only when applicable**);
- ▶ Taxable Distance and Total Distance should match. If not, select 'No' before proceeding;
- ▶ Under **Jurisdiction**, the jurisdictions from your most recent schedule filing will display. If no previous schedules, KY will display first.
- ▶ To add a jurisdiction, select the jurisdiction from the jurisdiction drop down list and select **+ Add**;
- ▶ For each applicable jurisdiction, enter **Total IFTA Distance (miles)** and **Tax Paid Fuel (gallons)**;
- ▶ When completed, click **+ Save and Continue**.

Tip: **Non-Intrastate Miles or Gallons** should only be reported if Fuel was purchased and/or traveled outside of Kentucky.

Tip: Fuel receipts must total Tax Paid Fuel box. Calculating incorrectly will produce the error **Taxable Gallons = Tax Paid Gallons**

Tip: To complete the Fuel Schedule later, click **+ Shelve** The schedule will be placed in a 'shelved' state to return to.

STEP 3: Save and File your Return

1. Once you've completed your Fuel Schedules, the return status will show **'Ready to Calculate'**. (Note: You can still make changes by selecting [Edit](#) if needed) Click **+ Save and Calculate Taxes**
2. The **Return Summary** will be displayed to review information submitted and **Total Tax, Interest, Penalties and Total Due**.
3. If everything is correct, click **+ File**
4. Confirm you are ready to file and click **+ Continue**

STEP 3: Payment Screen

1. After confirmation, the **Payment Screen** will display. An [invoice#](#) link will be available to review payment details.
2. To make a payment, select **Payment Method** and click **+ Process Payment** to finalize payment process.

Kentucky Intrastate (KIT) E-File is a service of the
Kentucky Transportation Cabinet Division of Motor Carriers

Call or Email us with questions about this service at (502) 564-1257 or tax.dmc@ky.gov