

UDI Foreign Income Instructions

What is Foreign Income?

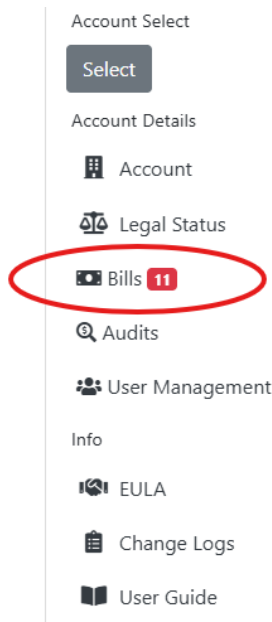
Foreign Income is any income for a vehicle collected after the lease for the vehicle is over. It can include but **is not** limited to the following: excess mileage fees, excess wear and tear, missing equipment, etc.

When Should I use the Foreign Income Feature?

The Foreign Income feature should be used when income for a vehicle has been collected after the lease is over and the vehicle has been removed from an account. The Foreign Income can be remitted in the month it was collected while filing the monthly return.

How to use the Foreign Income Feature

1. Click on bills from the Account Dashboard



2. Click on the return that the foreign income needs to be included on. Then click on “View/Pay Bill”. If the return has already been filed, it can be amended to include the foreign income.
- 3.

Bills - Dyllon Test 1-D1 - UDI # UD2012 - Cancelled

Export ▾
View/Pay Bill

ID	Status	Tax Cycle
33662	Unpaid	2026
35267	Unpaid	3-2026

4. Scroll down until the Foreign Income section appears. *Note- Foreign income and receipts are submitted on the same return

Foreign Income

Total Monthly Foreign Income ⓘ

Foreign Income Amount:*

\$

Foreign Income Tax:

\$

Foreign Income Inventory :*

Please upload a spreadsheet containing a list of VINs and the corresponding Foreign Income Amount for each vehicle, then click create to update the bill total.

+ Upload
Delete

Name	Comments	User	Upload Date
No data available in table			

Showing 0 to 0 of 0 entries

5. Enter the total amount of Foreign Income in the “Foreign Income Amount” box.

Total Monthly Foreign Income ⓘ

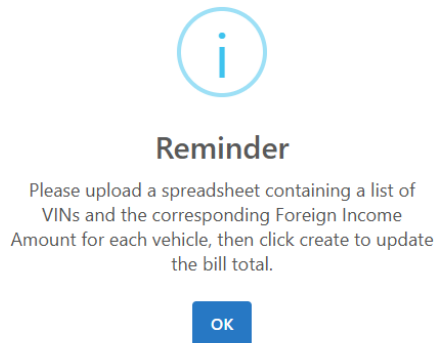
Foreign Income Amount:*

\$ 2500.00

Foreign Income Tax:

\$ 150.00

6. The popup reminder pictured below will appear with instructions. After reading, the popup can be closed by clicking on “Ok”.



7. The Foreign Income tax total should now be seen in the “Foreign Income Tax” box. This will be the amount added to the final bill from the submitted foreign income.

Total Monthly Foreign Income ⓘ

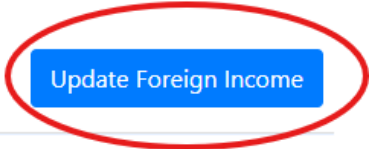
Foreign Income Amount:*

\$ 2500.00

Foreign Income Tax:

\$ 150.00

8. If the wrong amount was entered, a new amount can be entered in the “Foreign Income Amount”. Then by clicking “Update Foreign Income” a new total should appear in the “Foreign Income Tax” box.



 Update Foreign Income

9. Documentation will need to be submitted to support the foreign income. The documentation can be an excel sheet with the VIN numbers listed and the amount of foreign income collected for each vehicle.

10. To attach the required documentation, click on “Upload”

Total Monthly Foreign Income i

Foreign Income Amount:
\$ 2500.00

Foreign Income Tax:
\$ 150.00

Foreign Income Inventory :
Please upload a spreadsheet containing a list of VINs and the corresponding Foreign Income Amount for each vehicle, then click create to update the bill total.

+ Upload Delete

Search:

Name	Comments	User	Upload Date	Document
No data available in table				

Showing 0 to 0 of 0 entries

Previous
Next

You must click update/upload to see your updated total bill.

11. Enter a name for the document and enter in a comment.

×

Create

Document Name*

Foreign Income UDXXXX March.20XX

Comments*

Example..

Select Document*

Choose File
No file chosen

(.doc/.docx/.xls/.xlsx/.pdf/.bmp/.jpeg/.png no larger than 50MB)

Cancel
+ Create

12. Click on “Choose File” under Select Document.

Create

Document Name* Foreign Income UDXXXX March.20XX

Select Document* Choose File No file chosen
(.docx/.doc/.xls/.xlsx/.pdf/.bmp/.jpeg/.png no larger than 50MB)

Comments* Example..

Cancel + Create

13. Click on the file the needs to be uploaded then click on “Open”

Foreign Income Example	8/19/2026 11:10 AM	Microsoft Excel W...	9 KB
KRS 138.470	12/8/2025 9:32 AM	Microsoft Edge P...	19 KB
KRS281_655(K)	8/17/2026 3:52 PM	Microsoft Edge P...	21 KB
KRS 238.456	9/1/2023 11:39 AM	Internet Shortcut	1 KB

name: Foreign Income Example Custom files

Upload from mobile Open Cancel

14. Click on “Create”

Create

Document Name*

Select Document* Choose File Foreign Inco... Example.xlsx
(.docx/.doc/.xls/.xlsx/.pdf/.bmp/.jpeg/.png no larger than 50MB)

Comments*

Cancel + Create

15. If the wrong document was uploaded, it can be removed by clicking on “Remove Foreign Income”. The clicking on “Delete”

Name	Comments	User	Upload Date	Document
Example	Example...	Dylan Lambert	08/19/2026	

Showing 1 to 1 of 1 entries

[Previous](#)
[1](#)
[Next](#)

[Update Foreign Income](#)
[Remove Foreign Income](#)



Are you sure?

This will permanently delete Foreign Income fees and related documents.

[Cancel](#)
[Delete](#)

16. From here, the bill can be paid by scrolling down to the payment section and selecting the method of payment. Once the method of payment has been selected, follow the prompts to complete the payment.

Payment

Print Bill Voucher

☐ By checking, I, Dylan Lambert hereby certify that I have examined this return and to the best of my knowledge and belief, it is true, correct and complete. *

Select payment method

☐ Cash
☐ Check
☐ ACH/Credit

Bill Amount: \$150.00

Total Due: \$150.00