



# Setting up a new account for the Motor Fuel Tax Refund system using State of Montana's ePass.

10/14/2020

The Montana Department of Transportation (MDT) offers an electronic method to file Motor Fuel Tax Refund Applications. ePass Montana is a service offered by the state of Montana to securely transfer electronic information.

Applicants must first set up an account in ePass and then establish an account in the Motor Fuel Refund System.

## Setting up your ePass account:

Navigate to the following web page: <https://epass.mt.gov>

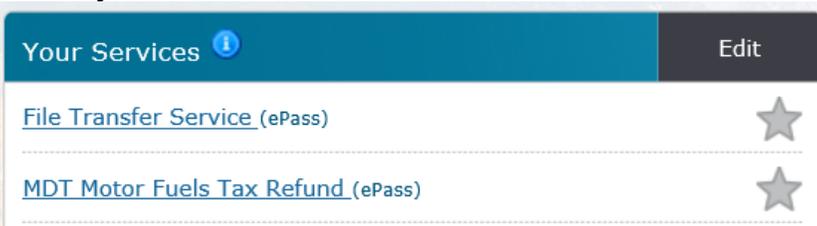
Select Login using ePass Montana.

If this is your first time using the service, you will need to **Create an ePass Account**

At the "Welcome to the ePass Montana Dashboard" screen on the right side of your screen you will see "Add a Service?". Scroll down to "MDT Motor Fuel Tax Refund" and click on it.

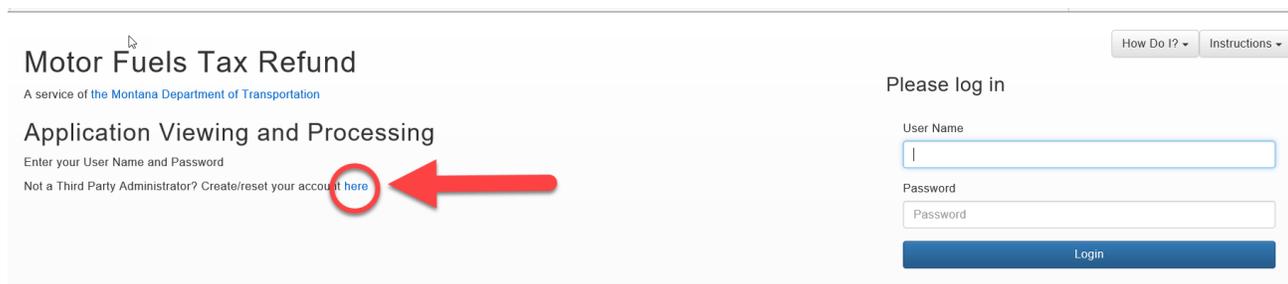
[MDT Motor Fuels Tax Refund](#)

**Please Note!** The next time you sign into ePass, MDT Motor Fuels Tax Refund will display on the left side of your screen under "Your Services".



Setting up your Motor Fuels Tax Refund Username and Password:

Once you have clicked on **Motor Fuels Tax Refund from ePass** click on the blue "here" link located under the *Application Viewing and Processing* title to set-up your username and password.





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## Two questions for you!

### 1. Are you a Third-Party Preparer, filing on behalf of someone else?

If yes, call 406 444-7664 to receive a unique id and password.

If no, continue to question #2.

### 2. Have you filed a motor fuel tax refund application within the past three years?

If yes, continue to the Create your Motor Fuel Tax Refund (MFTR) Account below.

If no, you are not eligible to file electronically. Please visit MDT's website to obtain a form and instructions. <https://www.mdt.mt.gov/publications/forms.shtml#fue>

## Create your Motor Fuel Tax Refund (MFTR) Account

You will need:

- Your Tax ID number last used to file for motor fuel refund – either your **FEIN** or **SSN**, and
- Your last refund amount paid to you (call 406-444-7664 if you need assistance).

Enter your Tax ID and the last refund amount without decimals, i.e. 150.00 = 15000:

**Motor Fuels Tax Refund**  
A service of the Montana Department of Transportation

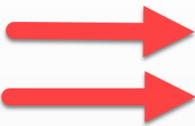
**Create or Reset an Applicant Account**  
Enter a User Name or Tax ID and your most recent paid or approved refund amount.

How Do I? ▾ Instructions ▾

Please log in

User Name / Tax ID

Last Refund Amount



Next you will be assigned your permanent username.

**Your username will start with "MTR", i.e. MTR1020. Note your username!** Call MDT at 406 444-7664 for assistance.

Set your password. **Passwords must be at least EIGHT characters long, and contain a combination of lowercase letters, uppercase letters, and numbers.**

**Account Settings**

Please create a password below, then login again using your User Name and Password. Passwords must be at least 8 characters long, contain an upper and lower case character, and use both letters and numbers.

User Name:

New Password:

Confirm New Password:

Page Help How Do I? ▾ Instructions ▾



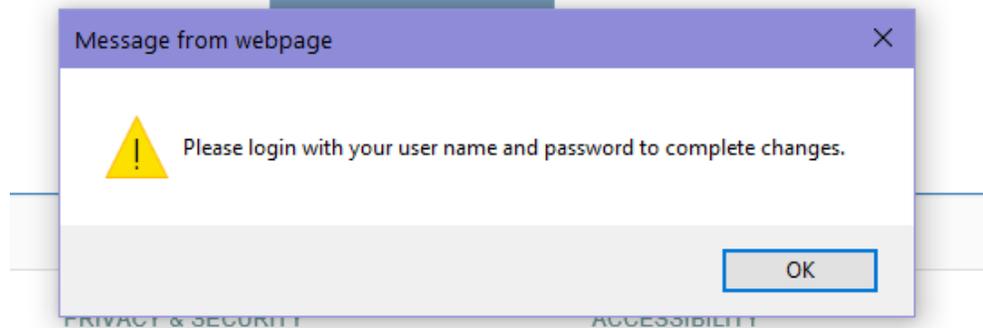
**Keep your new username and password secure!**



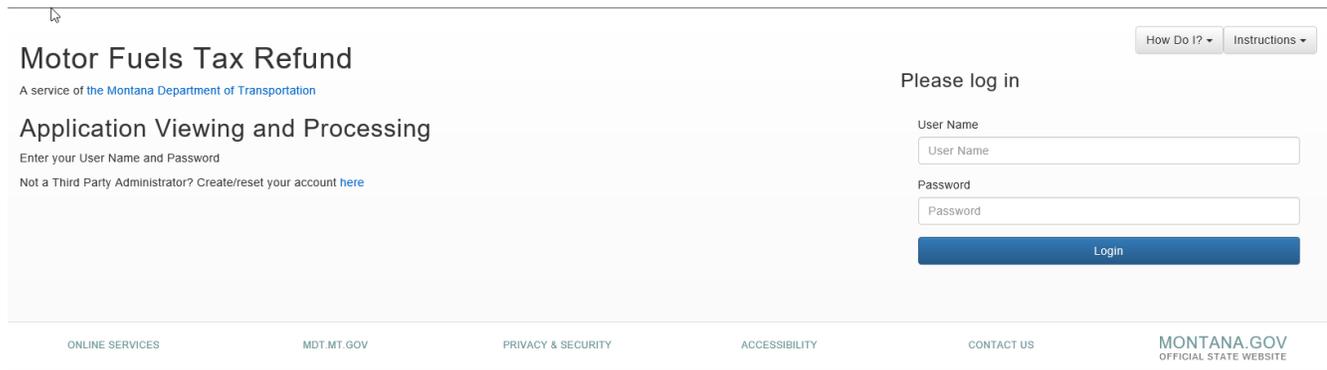
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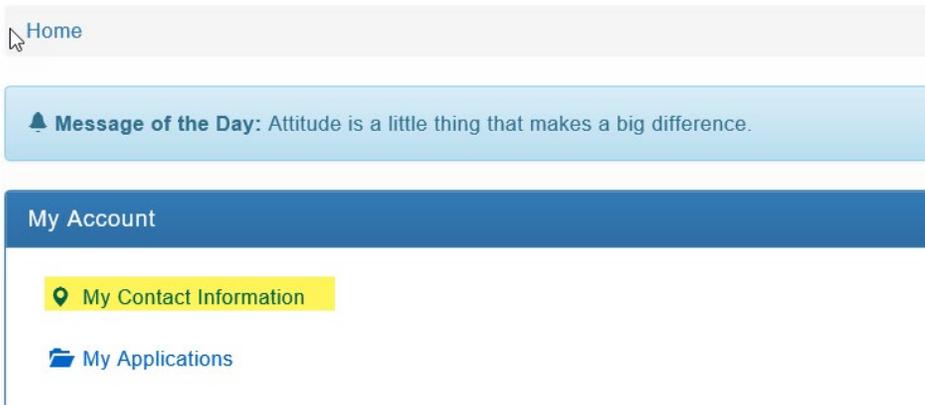
You will automatically be logged out after setting up your new username and password. Don't forget to note your new username!



Log back in with your new username and password.



Verify your contact information by clicking on "My Contact Information".





# Setting up a new account for the Motor Fuel Tax Refund system using State of Montana's ePass.

10/14/2020

Home / My Contact Information

Page Help How Do I? Instructions

My Contact Information

Tax ID [Redacted] Tax ID Type FEIN [v]  
Name [Redacted] Alternate Name ALTERNATE NA [Redacted]  
IFTA License Number [Redacted]

Save Application List Back

Addresses

+ Add Edit  
Reset Excel

Type	Address 1	City	State	Zip Code	Zip Plus 4	Country	Phone Number
M	[Redacted]						

Make changes if needed. Return to the previous screen by selecting the “Back” button.

## You are now ready to prepare your Motor Fuel Tax Refund Application.

See Help Guide Information on MDT’s website at <https://www.mdt.mt.gov/publications/forms.shtml#fue> for detailed instructions for each application type.

- **Qualified Agricultural Operations Only**  
To claim the estimated refund allowed for agricultural use, choose **AGRICULTURAL**.
- **Stationary Engines Only:**  
For refund of tax paid on fuel used for heating fuel, choose **HEATING**  
For refund of tax paid on fuel used in generators, choose **OFF ROAD**  
For refund of tax paid on fuel used in a Power Take Off Unit, choose **PTO**.  
For refund of tax paid on fuel used in a Refrigeration Unit, choose **REFRIGERATOR**
- **Government Use Only**  
For refund of tax paid on **diesel fuel** used for government use (including school districts that own their own buses, choose **GOVERNMENT**.
- **Commercial Operations Only**  
For refund of tax paid on fuel used off-road equipment, and in vehicles traveling off taxable roads, choose **OFF ROAD**.

Call 406 444-7664 for assistance.