



# Instructions

## Transportation Funding Report

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Tax Commissioner

### North Dakota Transportation Funding Report Online Reporting Instructions

North Dakota Century Code § 54-27-26 requires an annual report of transportation funding and expenditures by each county, township, and city. This report is required to be submitted ninety days after the close of the calendar year. The report must contain by fund the beginning balance, revenues by major source, expenditures by major category, the ending balance, and any other information requested by the Tax Commissioner.

In 2011, N.D.C.C. § 54-27-26 was amended to allow for Townships to submit their full Treasurer's Report, prepared for submission at the County level, to the Tax Commissioner in lieu of a completed Transportation Funding Report. A copy of this report may be mailed to the address at the bottom of these instructions, but must include all pages of the Treasurer's Report including the Summary Document.

The Transportation Funding Online Report is available on the North Dakota State Tax Commissioner's web site at [www.nd.gov/tax](http://www.nd.gov/tax). Click on "Fuels" then "Transportation Funding", or go directly to [www.nd.gov/tax/fuel/transportationfunding/index.html](http://www.nd.gov/tax/fuel/transportationfunding/index.html). Click on the link "Access Online Report" to Login, and enter the Username and Password provided by your entity's membership association. Either upper or lower case letters are accepted.

The electronic Online Report appears in the same basic format as the Transportation Funding Report - as an Excel spreadsheet format and as a paper form. You may use either format as a worksheet to compile the information to be reported. Calculation formulas are provided where possible. You may print or save an electronic copy for your records after you have completed and submitted the electronic report. Use your browser's File and Save As options to save an electronic version of the report. After you have completed the "Click to Finish" button at the end you will receive a confirmation notice that the submission process is complete.

You will be required to complete and submit the report without exiting the online program to receive the confirmation notice. Once you start the enter a report, you must complete the process. The online reporting process does not allow you to enter a portion of the report and then return later to complete it. The data is not saved if the process is not completed. If you leave the online program without submitting a completed form, you will need to start the process over again.

#### **Contact Information:**

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