



# International Fuel Tax Agreement

## Registration Instruction Guide

Last updated: June 20, 2025

### Important Information

This Instruction Guide is intended to provide assistance when completing the IFTA registration online. Every effort has been made to ensure the contents are accurate. However, if a discrepancy should occur in interpretation between this Instruction Guide and governing legislation, the legislation takes precedence.

### Contents

- [Who Can Complete the IFTA Registration](#)
- [General Instructions](#)
- [Completing the Registration](#)
  - [Create an Alberta.ca account](#)
  - [Access the registration form in TRACS](#)
  - [Page 1 – Business Information](#)
  - [Page 2 – Carrier Information](#)
  - [Page 3 – Payment Information](#)
  - [Page 4 – Review and Certification](#)

### Who Can Complete the IFTA Registration

Carriers may register if they operate one or more qualified vehicles with Alberta or the Northwest Territories licence plates, and intend to travel to at least one other IFTA jurisdiction.

A qualified motor vehicle is one used, designed, or maintained for the transportation of persons or property and meeting one of the following size and weight requirements:

- 2 axles and a gross vehicle weight or registered gross vehicle weight exceeding 11,797 kilograms (26,000 lbs.)
- 3 or more axles regardless of weight, or
- if used in combination with a trailer, a combined weight that exceeds 11,797 kilograms (26,000 lbs.)

A recreational vehicle is not a qualified motor vehicle.

A registration is new if the carrier:

- is applying for an Alberta IFTA licence for the first time,
- is a corporation that has amalgamated and the successor entity is registering, or
- has not had an Alberta licence in the previous four years.

Do not complete the IFTA registration if you are renewing or reactivating your IFTA licence. To renew a licence, in your TRACS account select 'Renew Annual Registration' between October 15 and December 31 of each year. If you miss the renewal deadline, or wish to reactivate your account any other time during the year, select 'Reactivate IFTA Account' in your TRACS account.

[Back to Contents](#)

## General Instructions

1. The registration form must be completed electronically in [Tax and Revenue Administration Client Self-Service \(TRACS\)](#).
2. The individual completing this registration must be one of the following:
  - owner,
  - corporate director,
  - partner of a partnership,
  - trustee of an estate, or
  - individual with delegated authority, includes a third-party with consent.
3. Upon receiving your application, TRA will:
  - ensure the registration is complete;
  - contact you (if required); and
  - if approved, issue your IFTA licence in TRACS and mail your IFTA decals.

Note: if more than 250 decal sets are ordered, carriers will have the option to arrange to have them sent by courier at the carrier's expense.

[Back to Contents](#)

## Completing the Registration

### Create an Alberta.ca account (if you do not already have one)

You will need to create a [Alberta.ca account](#), including a username and password, if you do not have one already.


1. Go to [tracs.finance.gov.ab.ca](https://tracs.finance.gov.ab.ca)
2. Select 'Next.'
3. Select 'Create account' if you do not have an Alberta.ca account.
4. Complete the 'Create account' form. Ensure you record your username and password as you will need this information whenever accessing TRACS.
5. Confirm your email address by clicking on the link in the email sent to the address provided. A verified account is not required for the IFTA program.

[Back to Contents](#)

## Access the registration form in TRACS

1. Go to [tracs.finance.gov.ab.ca](https://tracs.finance.gov.ab.ca)
2. Select 'Next' on the TRACS availability page (Image 1).
3. Sign in by entering your Alberta.ca account username and password (Image 2).
4. Select 'Online Registration' (Image 3).
5. Select 'IFTA' (Image 3).

## TRACS availability

**Regular hours**

- 7:00 am to midnight MST, 7 days a week

**System downtime notices**

Notice of scheduled system outages will be posted within TRACS.

- Regular maintenance: TRACS may not be available on Thursdays from 11:00 pm to midnight and Sundays from 7:00 am to 10:00 am MST.

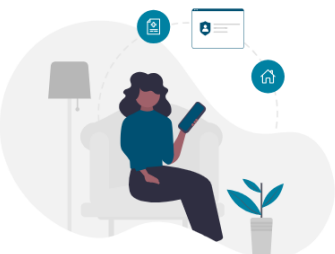
Next

Image 1: This is how the screen will appear when you first access the registration form.

WELCOME TO


## Alberta.ca Account


An easy and secure way to access your government services.




### Create account

Consider using your personal email

 Your information is kept secure. [Learn more](#)

 Sign in with Google

 Sign in with Microsoft

or

Continue with email and password

Already have an Alberta.ca Account? [Sign in](#)


[Terms of Use](#) 

Image 2: This is how the screen will appear in step 3.

## TRA Client Self-Service (TRACS) Account Setup

Select one of the following options to create a registration form.

☐ I have a PIN  
Choose this option to enrol a

☒ Program Registration  
Choose this option to complete your registration and want to access your TRACS account

Program Name

Select

911 Levy  
AITE Retailer  
Fuel Tax  
Fuel Tax Exemption Certificate (TEFU)  
IFTA  
Third Party Organization  
Tobacco Tax  
Tourism Levy

Account Number (BIN/CAN) and PIN.

option if you are already registered and

Next

Image 3: This is how the screen will appear for steps 4 and 5.

[Back to Contents](#)

## Page 1 - Business Information (Image 4)

### Type of Ownership

- Select the type of ownership that applies from the drop down menu.

### Legal Name

- The legal name field(s) will appear once type of ownership is selected.
- If your business is a corporation, enter the full legal name of the corporation, including any punctuation, as it appears on the certificate of incorporation. This is the registered name of the corporation and may or may not be the same as its operating name.
- If your business is a partnership, enter the partnership name.
- If you are registering as a sole proprietorship, enter your legal last name and first name in the corresponding fields.

### Business or Operating Name

- Enter your business or operating name if it differs from the full legal name.

### Alberta Business Identification Number (BIN)

- If known, enter your unique nine-digit Alberta Business Identification Number (BIN), as assigned by TRA. This number will start with a '4'.
- If not known, click in the box beside 'I do not have one.'

### Alberta Corporate Account Number (CAN)

- If you represent a corporation, enter your unique nine- or 10-digit Alberta Corporate Account Number. This number is on any notice of assessment or reassessment, or statement of account issued by TRA. It also appears as the Corporate Access Number on the certificate of incorporation.
- You must enter either the Alberta Corporate Account Number (CAN) or Federal Business Number (FBN) if the type of ownership is corporation.
- If not known, click in the box beside 'I do not have one.'

### Federal Business Number (FBN)

- If you have a unique Federal Business Number (FBN) assigned by the Canada Revenue Agency, enter the first 9 digits here.
- You must enter either the Alberta Corporate Account Number (CAN) or Federal Business Number (FBN) if the type of ownership is corporation.
- If not known, click in the box beside 'I do not have one.'

### Mailing Address, City/Town, Country, Province/State and Postal/Zip Code

- Enter the mailing address, city/town, country, province or state and the postal/zip code.
- Select the correct address from the drop-down menu that will populate as you type in the address.

### Phone and Extension

- Enter the phone number and extension (if applicable) of the carrier contact person identified in the field below.

## Carrier Contact and Carrier Email

- Enter the first and last name and email address of the carrier contact person. Do not enter contact information of a third-party representative in this field.

## Select 'Next' to continue to page 2

- Correct the information provided if you receive an error or validation message.
- Fields noted with a red '\*' cannot be left blank.
- You may have to re-check one or more of the 'I do not have one' boxes for the Alberta BIN, Alberta CAN, or FBN fields after you have resolved the error and before selecting 'Next' again.

## International Fuel Tax Agreement Registration

**Business Information**

Type of Ownership	Corporation	*
Legal Name		* i
Business or Operating Name		
Alberta Business Identification Number (BIN)		i
	<input type="checkbox"/> I do not have one	
Alberta Corporate Account Number (CAN)		i
	<input type="checkbox"/> I do not have one	
Federal Business Number (FBN)		i
	<input type="checkbox"/> I do not have one	
Mailing Address		* i
City / Town		*
Country	Select	*
Province / State		*
Postal / Zip Code		* i
Phone		* i
Extension		
Carrier Contact		* i
Carrier Email		* i

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

Image 4: This is how the screen will appear on page 1 of the IFTA registration.

[Back to Contents](#)

Visit [alberta.ca/international-fuel-tax-agreement](https://alberta.ca/international-fuel-tax-agreement) for more information

©2025 Government of Alberta | Updated: June 2025 | Treasury Board and Finance

Classification: Public



## Page 2 – Carrier Information (Images 5 and 6)

### Do you maintain bulk storage in any IFTA jurisdiction(s) for refueling IFTA qualified vehicles?

- Select either 'Yes' or 'No'.
  - Select 'Yes' if you refuel your IFTA qualified vehicle(s) from a bulk storage fuel tank.
  - Select 'No' if you do not have bulk storage or do not refuel IFTA qualified vehicle(s) from a bulk storage fuel tank.

### List Truck Activities

- Enter the primary activities (e.g. transport goods, oil and gas drilling or servicing, etc.) you undertake with IFTA qualified vehicle(s)

### Alberta Motor Vehicle Identification (MVID) Number(s)

- Enter the registrant's Motor Vehicle Identification (MVID) number(s).
- The MVID number is located on the Vehicle Registration Certificate (i.e., cab card or proof of registration.)

### Alberta Prorate Number

- Enter the registrant's Alberta Prorate Number.

### Licence Year

- The licence year will show as the current year, except between November 15 and December 15 when you must choose the current or next licence year from a drop-down menu.

### IFTA Qualified Vehicles Requiring Decals

- Enter the number of IFTA qualified vehicles that require decals.
- This number should not exceed the number of IFTA qualified vehicles owned or leased by the registrant.

### Decal Set(s) Requested

- Enter the number of decal sets required.
- This number can be greater than the number of IFTA qualified vehicles entered in the field above. TRA reserves the right to limit the number of decal sets issued to a registrant when this number exceeds the number of IFTA qualified vehicle(s).
- You can request additional decals any time during the year at the same cost.

### Is a third party reporting for you?

- Select 'Yes' if a third-party agent will be reporting on your behalf.
  - Enter the agent's TRA assigned code or contact information.
- Select 'No' if not applicable.

### Has a jurisdiction ever revoked or suspended your IFTA licence?

- Select 'Yes' if the registrant was ever registered in another jurisdiction and their IFTA licence was revoked or suspended.
- Select 'No' if not applicable.

### Select 'Next' to continue to page 3

- Fields noted with a red **\*\*** cannot be left blank.

# International Fuel Tax Agreement Registration

Carrier Information

Do you maintain bulk storage in any IFTA jurisdiction(s) for refueling IFTA Qualified vehicles?

☐ Yes ☒ No \* [i](#)

List truck activities

[i](#)

Alberta Motor Vehicle Identification Number(s)

-  \* [i](#)

Add

Remove

Alberta Prorate Number

AB  [i](#)

License Year

\* [i](#)

IFTA Qualified Vehicles Requiring Decals

\* [i](#)

Decal Set(s) Requested

\* [i](#)

Is a third party reporting for you?

☐ Yes ☒ No \* [i](#)

Has a jurisdiction ever revoked or suspended your IFTA licence?

☐ Yes ☒ No \* [i](#)

Previous

Next

Image 5: This is how the screen will appear on page 2 of the IFTA registration.

[Back to Contents](#)

## Page 3 – Payment Information (Images 6 to 9)

### Registration Fee and Decal Fee(s)

- The total fees will automatically calculate and reflect the annual registration fee of \$15 and \$10 per decal set requested on the previous screen.

### Payment Method

- Select the payment method from the drop down menu.
  - TRACS Online Credit Card
    - Enter the name and address associated with the credit card, and the payment card information.
  - Other Online Payment
    - Select this option to pay online through your financial institution, PayPal, Interac e-transfer and cash or debit. The third-party service provider may charge a fee. See [Making payments](#) for more information.
    - Complete the payment and save the confirmation page.

Visit [alberta.ca/international-fuel-tax-agreement](https://alberta.ca/international-fuel-tax-agreement) for more information  
©2025 Government of Alberta | Updated: June 2025 | Treasury Board and Finance

- Return to the IFTA registration page and upload the confirmation from the service provider.
- Cheque
  - Print the payment slip from the Pending page.
  - Attach the payment slip to the cheque and send to TRA.
- Previous Payment
  - Upload a copy of the payment confirmation page or in the case of payment by cheque, attach a copy of the cheque.

Select 'Next' to continue to page 3

- Fields noted with a red '\*\*' must be completed and cannot be left blank.

## International Fuel Tax Agreement Registration

Payment Information

Registration Fee	\$15.00
Decal Fees (\$10 per set)	\$10.00
Total	\$25.00
Payment Method	<div> <div>TRACS Online Credit Card</div> <div> <div>Select</div> <div>TRACS Online Credit Card</div> <div>Other Online Payment</div> <div>Cheque</div> <div>Previous Payment</div> </div> </div>

There are no additional transaction fees for TRACS credit card payment page transactions.

Select 'Next' below and you will be redirected to the next page.

Previous

Next

Image 6: This is how the screen will appear on page 3 of the IFTA registration.



If you do not see the Payment Confirmation page after clicking Submit Payment, do not attempt to make another payment without first contacting TRA at 780-427-3044. If calling long distance within Alberta, dial 310-0000 then enter 780-427-3044.

Account TBFUAT is in test mode

#### Address Information

Name:	<input type="text"/>
Phone Number:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
Province:	<input type="text" value="Alberta"/>
Postal Code:	<input type="text"/>
Country:	<input type="text" value="Canada"/>
Email:	<input type="text"/>

#### Payment Information



Invoice/Order Number:	<input type="text" value="94227"/>
Amount:	<input type="text" value="\$25.00 CAD"/>
Name on card:	<input type="text"/>
Card Type:	<input type="text" value="VISA"/>
Card Number:	<input type="text"/>
Expiration Date:	<input type="text" value="01"/> / <input type="text" value="2021"/>
Card CVD:	<input type="text"/> <a href="#">What's this?</a>

#### Comments

Submit Payment

Image 7: This is how the screen will appear when TRACS Online Credit Card payment is selected.

Payment Information	
Registration Fee	\$15.00
Decal Fees (\$10 per set)	\$10.00
Total	\$25.00
Payment Method	<input type="text" value="Other Online Payment"/>

To use an alternate online payment method click [here](#). Third party service fees may apply. Once you have completed your payment return to this screen to attach your payment confirmation and hit 'Next' to continue.

Upload payment confirmation	<input type="text" value="Choose File"/> No file chosen
-----------------------------	---

Previous Next

Image 8: This is how the screen will appear when Other Online Payment is selected.

Payment Information

Registration Fee

\$15.00

Decal Fees (\$10 per set)

\$10.00

Total

\$25.00

Payment Method

Previous Payment

▼

If you previously submitted payment, but your registration was not completed, attach a copy of your Payment Confirmation Page. In the case of payment by cheque, attach a copy of the cheque.

Upload payment confirmation

Choose File

No file chosen

Previous

Next

Image 9: This is how the screen will appear when Previous Payment is selected.

[Back to Contents](#)

## Page 4 – Review & Certification (Images 10 and 11)

### Review the Carrier, Business and Payment Information Sections

- The information entered on the previous pages will populate the Business Information and Establishment Information sections.
- Select 'Previous' to go back and make a correction.

### Certification Section

- Select 'Yes' if you agree to receiving electronic correspondence.
- Select 'No' if you want to receive correspondence by mail.
- Select the appropriate position of the person completing the form. As noted under [General Instructions](#), only the owner, corporate director, partner of a partnership, trustee of an estate or an individual with delegated authority is permitted to complete this form.
- The other fields will pre-populate with the information from your Alberta.ca account.

Visit [alberta.ca/international-fuel-tax-agreement](https://alberta.ca/international-fuel-tax-agreement) for more information  
 ©2025 Government of Alberta | Updated: June 2025 | Treasury Board and Finance

Classification: Public

Alberta

### Certification

For the purpose of section 65 of the *Fuel Tax Act*, the applicant hereby authorizes Alberta Treasury Board and Finance, Tax and Revenue Administration (TRA) to send electronic messages informing the applicant that a notice or other communication (e.g. a Notice of Assessment) requiring the applicant's immediate attention is available in the applicant's Tax and Revenue Administration Client Self-Service (TRACS) account. It is understood that by providing this authorization, the applicant will not receive by regular mail any notices or other communications made available in TRACS. It is further understood that this authorization may be revoked at any time upon written notice of such revocation to TRA.

☒ Yes ☐ No

This form must only be completed and submitted by an individual with proper authority for the business:

- An owner,
- A corporate director,
- A partner of a partnership,
- A trustee of an estate, or
- An individual with delegated authority.

Image 10: This is how the certification section will appear on the page 4 of the IFTA registration.

### Select 'Submit'

- Print a copy of the confirmation page for your records.
  - If paying by cheque, print the payment slip and attach to the cheque.
- TRA will review your registration form.
- You will receive an email notification once your registration is approved. Follow the instructions in the email to access your TRACS account and licence.

### Certification

For the purpose of section 30.2(2) of the *Tourism Levy Act*, the applicant hereby authorizes Tax and Revenue Administration (TRA) to send electronic messages informing the applicant that a notice or other communication (e.g. a Notice of Assessment) requiring the applicant's immediate attention is available in the applicant's Tax and Revenue Administration Client Self-Service (TRACS) account. It is understood that by providing this authorization, the applicant will not receive these notices or other communication by regular mail. It is further understood that this authorization may be revoked at any time upon written notice to Tax and Revenue Administration (TRA).

☐ Yes ☐ No

This form must only be completed and submitted by an individual with proper authority for the business:

- An owner,
- A corporate director,
- A partner of a partnership,
- A trustee of an estate, or
- An individual with delegated authority.

**By submitting this form, you certify that, to the best of your knowledge and belief, the information contained in this form is true and accurate and that all relevant facts have been revealed.**

First Name

Last Name

Position  \*

Email

Phone

Extension

Cell Phone

[Previous](#)

[Submit](#)

Image 10: This is how the certification section will appear at the bottom of page 3 on the registration form.

Visit [alberta.ca/international-fuel-tax-agreement](https://alberta.ca/international-fuel-tax-agreement) for more information

©2025 Government of Alberta | Updated: June 2025 | Treasury Board and Finance

# International Fuel Tax Agreement Registration - Pending

Payment by Cheque

Print the Payment Slip and include with a cheque (CDN funds only) payable to THE GOVERNMENT OF ALBERTA.

Indicate the following on the cheque:

Reference Number

Legal Name

Remittance Code

Payment Amount

Send to:

Tax and Revenue Administration  
Alberta Treasury Board and Finance  
9811 - 109 Street  
Edmonton, AB T5K 2L5

Image 11: If paying by cheque, this is how the payment slip will appear.

[Back to Contents](#)