

Connecticut MCTAX_{CS} Credential Web Application

Release 2.0

user

manual

prepared for

**State of Connecticut
CVISN/PRISM Steering Committee**

prepared by

Cambridge Systematics, Inc.

user manual

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August 2005

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1.0 System Overview

Motor carriers and service bureaus can access the MCTAX_{CS} Credential Web Application through the State's CVO Credentialing System. Please refer to the *Connecticut CVO Credentialing System User Manual* for information on that system as well as general information on the Connecticut CVISN/PRISM web applications.

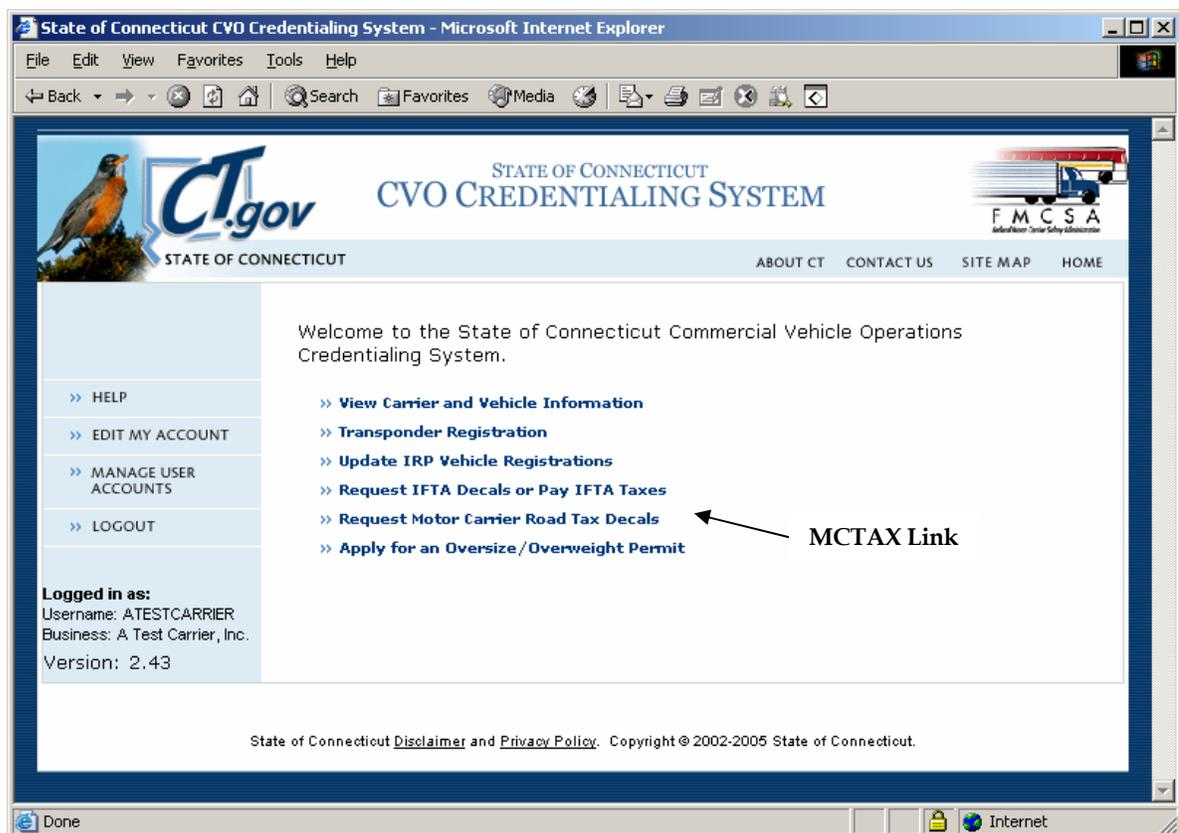
The following transactions can be conducted on-line:

- Apply for Motor Carrier decals (new carriers only);
- Renew existing Motor Carrier decals; and
- Request additional Motor Carrier decals.

2.0 Accessing the MCTAX_{CS} Credential Web Application

The MCTAX_{CS} Credential Web Application can be accessed by clicking the “Request Motor Carrier Road Tax Decals” link from the Main Menu of the CVO Credentialing System as illustrated in Figure 2.1. Only master account holders and subaccount holders authorized to perform MCTAX transactions will see this link.

Figure 2.1 CVO Credentialing System Main Menu



The MCTAX menu will be created dynamically based on the carrier’s MCTAX information. New carriers and carriers that did not enter a Connecticut Tax Registration Number during the CVO Credentialing System registration process will only see a link to request new MCTAX decals. Carriers that entered a Tax Registration Number during the

CVO Credentialing System registration process will see links to Renew Decals and Request Additional Decals.

■ 2.1 Service Bureaus

Service bureaus will see all three links on the MCTAX menu and must select the appropriate link for the operation to be performed. Once the service bureau user selects the operation, the MCTAX_{CS} application will ask the user to identify the carrier for whom the operation will be performed. The Carrier Selection page, illustrated in Figure 2.2, will be displayed.

Figure 2.2 Carrier Selection Page

The screenshot shows a web browser window titled "Department of Revenue Services Motor Carrier Road Tax Applications - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The page content includes the CT.gov logo, the text "DEPARTMENT OF REVENUE SERVICES MOTOR CARRIER ROAD TAX ONLINE APPLICATIONS", and a navigation menu with links for "ABOUT CT", "CONTACT US", "SITE MAP", and "HOME".

The main content area is titled "Carrier Selection" and contains the following text: "A specific carrier must be selected for this operation. Please identify that carrier by entering one of the identifiers requested below. Select 'Find Carrier' to proceed." Below this text is a form with four radio button options, each followed by a text input field:

- Enter Carrier's Tax Reg Number:
- Enter Carrier's USDOT:
- Enter Carrier's FEIN:
- Enter Carrier's SSN:

At the bottom of the form are two buttons: "Find Carrier" and "Cancel".

On the left side of the page, there is a sidebar with the following elements:

- Navigation links: "» HELP" and "» RETURN TO MAIN MENU".
- Logged in as: "Username: TESTSERVICE", "Business: Test Service Bureau", "Version: 2.43".

At the bottom of the page, there is a footer with the text: "State of Connecticut Department of Revenue Services [Privacy Policy](#). Copyright © 2002-2005 State of Connecticut."

The service bureau user may select a carrier using one of the following identifiers:

- Tax Registration Number;
- U.S. DOT Number;
- FEIN; and
- SSN.

Only one identifier may be selected at a time. The user should enter a single carrier identifier in the appropriate field and click the “Find Carrier” button. If a carrier is found in the Commercial Vehicle Information Exchange Window (CVIEW_{CS}) database, the carrier’s name is displayed and the service bureau user is asked to confirm this selection using the “Select This Carrier” button. If this is not the correct carrier, the service bureau user should use the “Select Another Carrier” button to find the carrier using a different identifier.

If the service bureau user selected “Apply for Motor Carrier Decals (New Carriers Only)” from the MCTAX menu, a “New Carrier” button will appear. The service bureau user can use the “New Carrier” button to skip the find operation and begin an application for a new carrier.

Once the service bureau user finds and selects an existing carrier or chooses to begin an application for a new carrier, then the processing of the MCTAX_{CS} application is identical to the process followed for a motor carrier user.

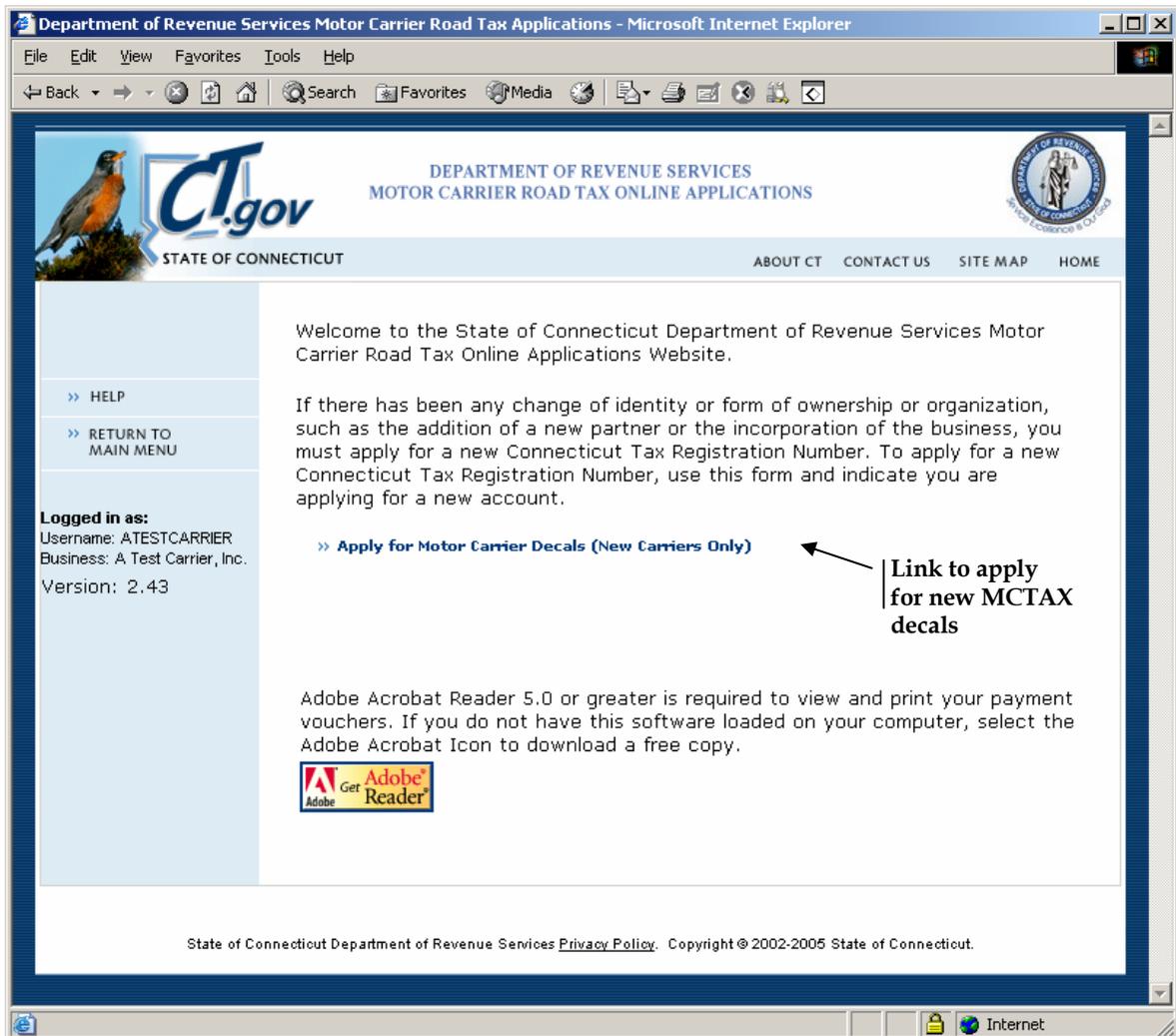
3.0 Applying for New MCTAX Decals

A user applying for new Motor Carrier Road Tax decals should click the “Apply for Motor Carrier Decals (New Carriers Only)” link in the MCTAX main page as shown in Figure 3.1. The first of three data entry pages for the MCTAX decal application will be displayed as shown in Figure 3.2. The form will be pre-populated with the company information from the user’s CVO Credentialing System profile. The user should review the pre-populated information to ensure its accuracy and correct any information that is inaccurate.

If the FEIN/SSN and Tax Registration Number are available from the CVO Credentialing System profile, then these values cannot be changed on the MCTAX_{CS} application.

On every page, required fields are indicated by an asterisk (*) next to the field name.

Figure 3.1 MCTAX Main Menu Page



■ 3.1 Applying for New MCTAX Decals - Page 1

If the user wishes to enter a different mailing address, he/she can uncheck the appropriate box and enter this information.

At the bottom of the page there are two buttons:

- **Cancel** – Discards the current application and returns the user to the MCTAX menu; and
- **Continue to Page 2** – Continues the application process.

Figure 3.2 First Data Entry Page for New MCTAX Decal Application

Department of Revenue Services Motor Carrier Road Tax Applications - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media

U.I.gov MOTOR CARRIER ROAD TAX ONLINE APPLICATIONS
STATE OF CONNECTICUT ABOUT CT CONTACT US SITE MAP HOME

2005 New Motor Carrier Road Tax Application (page 1 of 3)

Complete the following form. Select the 'Continue' button to proceed to the next page. Select the 'Cancel' button at any time to quit and return to the MCTAX menu. Selecting the 'Cancel' button will discard any information you have entered. Select the 'Help' link at any time for additional instructions.

* Indicates a required field

Carrier Information

Owner, Partner, or Corporate Name *

A Test Carrier, Inc.

Trade Name or Registered Name If Different from Above

A Test Carrier

Are you currently registered with the Connecticut Department of Revenue Services?

Yes No

Federal Employer ID Number (FEIN) 06-9999991

US DOT Number

1999999

Physical Location Of Business

(PO Box Is Not Acceptable)

Street Address 1 * 1 Main Street

Street Address 2

City * Anytown

State/Province * Connecticut

Zip+4/Postal Code * 06666 0000

Phone * (860) 555-1212

Check here if your Mailing Address is the same as above

Continue To Page 2 Cancel

Done Internet

Before moving to the second page of the application, the system will verify that all required fields have been completed and validate the information, as necessary. If an error is detected, an error message will be displayed in a red box at the top of the screen. The user must correct the specified error before continuing to the next page.

■ 3.2 Applying for New MCTAX Decals - Page 2

The user can enter his/her company's business information on the second page of the application as shown in Figure 3.3.

At the bottom of the page are two buttons:

- **Cancel** - Discards the current application and returns the user to the MCTAX menu;
and
- **Continue to Page 3** - Continues the application process.

Figure 3.3 Second Data Entry Page for New MCTAX Decal Application

Department of Revenue Services Motor Carrier Road Tax Applications - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

CT.gov
STATE OF CONNECTICUT

DEPARTMENT OF REVENUE SERVICES
MOTOR CARRIER ROAD TAX ONLINE APPLICATIONS

ABOUT CT CONTACT US SITE MAP HOME

2005 New Motor Carrier Road Tax Application (page 2 of 3)

Complete the following form. Select the 'Continue' button to proceed to the next page. Select the 'Cancel' button at any time to quit and return to the MCTAX menu. Selecting the 'Cancel' button will discard any information you have entered. Select the 'Help' link at any time for additional instructions.

* Indicates a required field

Business Information

Describe in detail the type of business you operate (up to 120 characters)

Type Of Ownership
General Partnership

Organized Under Laws of What State?
Connecticut

Extent of operations * - You must check one of the boxes. This determines whether you must file OMC-11A, or whether you are exempt from filing and can file an annual Form OR-140.

Connecticut Only Connecticut and Elsewhere

Number Of Owners 1

Number Of Lessors 0

Continue To Page 3 Cancel

State of Connecticut Department of Revenue Services [Privacy Policy](#). Copyright © 2002-2005 State of Connecticut.

■ 3.3 Applying for New MCTAX Decals – Page 3

On the third page of the application, as shown in Figure 3.4, the user must enter owner information, including:

- Name;
- Social Security Number; and
- Address.

This page may display multiple owner sections, depending on the number of owners entered on the second data entry page. At least one owner will be required.

This page also may display lessor sections, if a non-zero number of lessors was entered on the second data entry page. With the exception of social security number, the information required for a lessor is the same as that required for an owner.

At the bottom of the page are two buttons:

- **Cancel** – Discards the current application and returns the user to the MCTAX menu; and
- **Review Application** – Displays the confirmation page.

Figure 3.4 Third Data Entry Page for New MCTAX Decal Application

Department of Revenue Services Motor Carrier Road Tax Applications - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

CT.gov STATE OF CONNECTICUT

DEPARTMENT OF REVENUE SERVICES
MOTOR CARRIER ROAD TAX ONLINE APPLICATIONS

ABOUT CT CONTACT US SITE MAP HOME

2005 New Motor Carrier Road Tax Application (page 3 of 3)

Complete the following form. Select the 'Continue' button to proceed to the next page. Select the 'Cancel' button at any time to quit and return to the MCTAX menu. Selecting the 'Cancel' button will discard any information you have entered. Select the 'Help' link at any time for additional instructions.

* Indicates a required field

Business Owners, Partners, LLC Members, or Corporate Officers

Owner # 1

Name *

Social Security Number * - -

Street Address 1 *

Street Address 2

City *

State/Province *

Zip+4/Postal Code *

Phone () -

Lessors Who Lease Vehicles To You

Lessor # 1

Name

Street Address 1

Street Address 2

City

State/Province

Zip+4/Postal Code

Phone () -

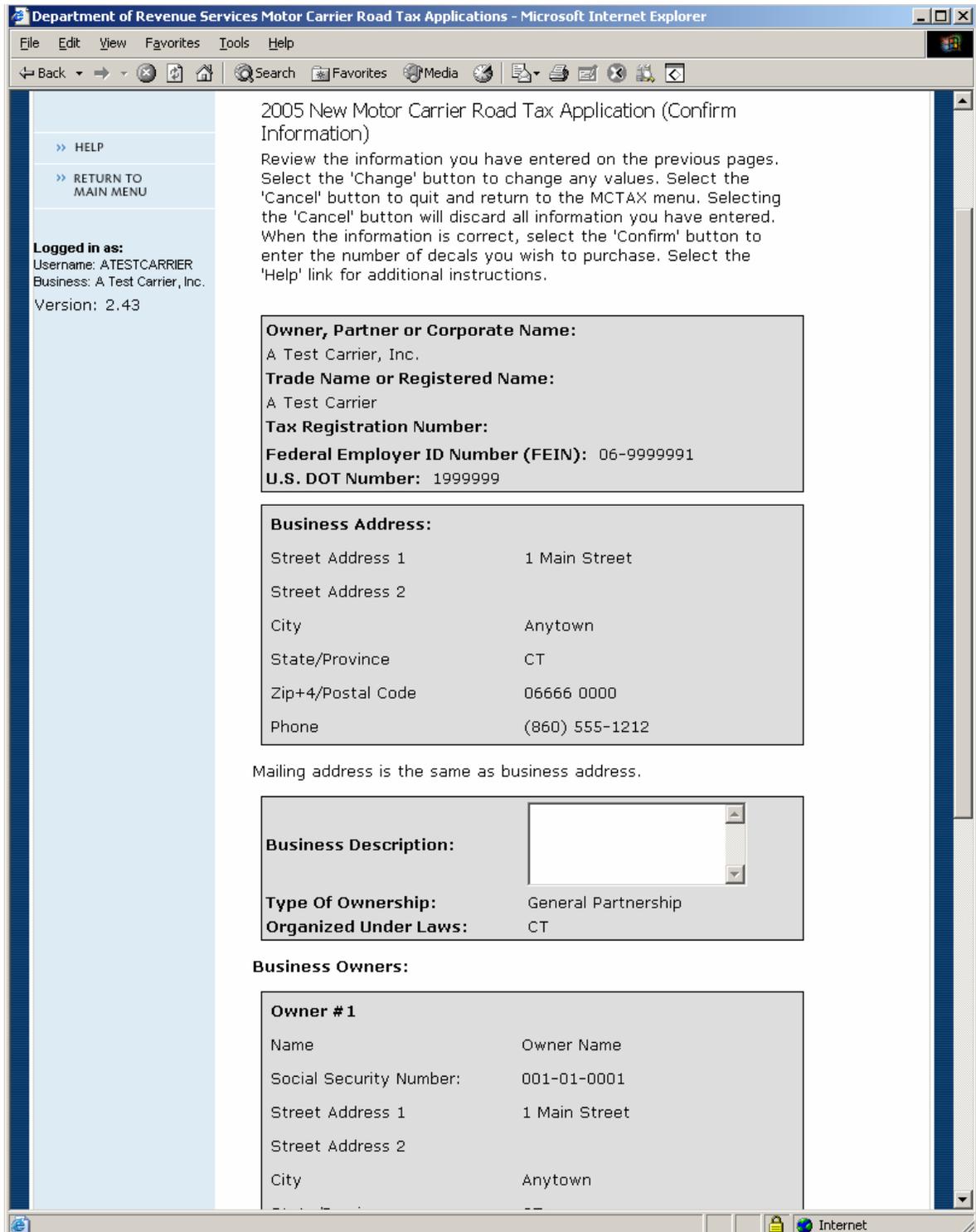
Review Application Cancel

Done Internet

■ 3.4 Applying for New MCTAX Decals - Confirmation Page

Users will be able to review the information provided on the application as shown in Figure 3.5. If the information is correct, the user should click the “Confirm” button at the bottom of the page. If the information is incorrect, the user should click the “Change” button at the bottom of the page. The user will be directed back to Page 1 and will be able to correct information as needed. If the user wishes to cancel the application, he/she should click the “Cancel” button at the bottom of the page.

Figure 3.5 Confirmation Page for New MCTAX Decal Application



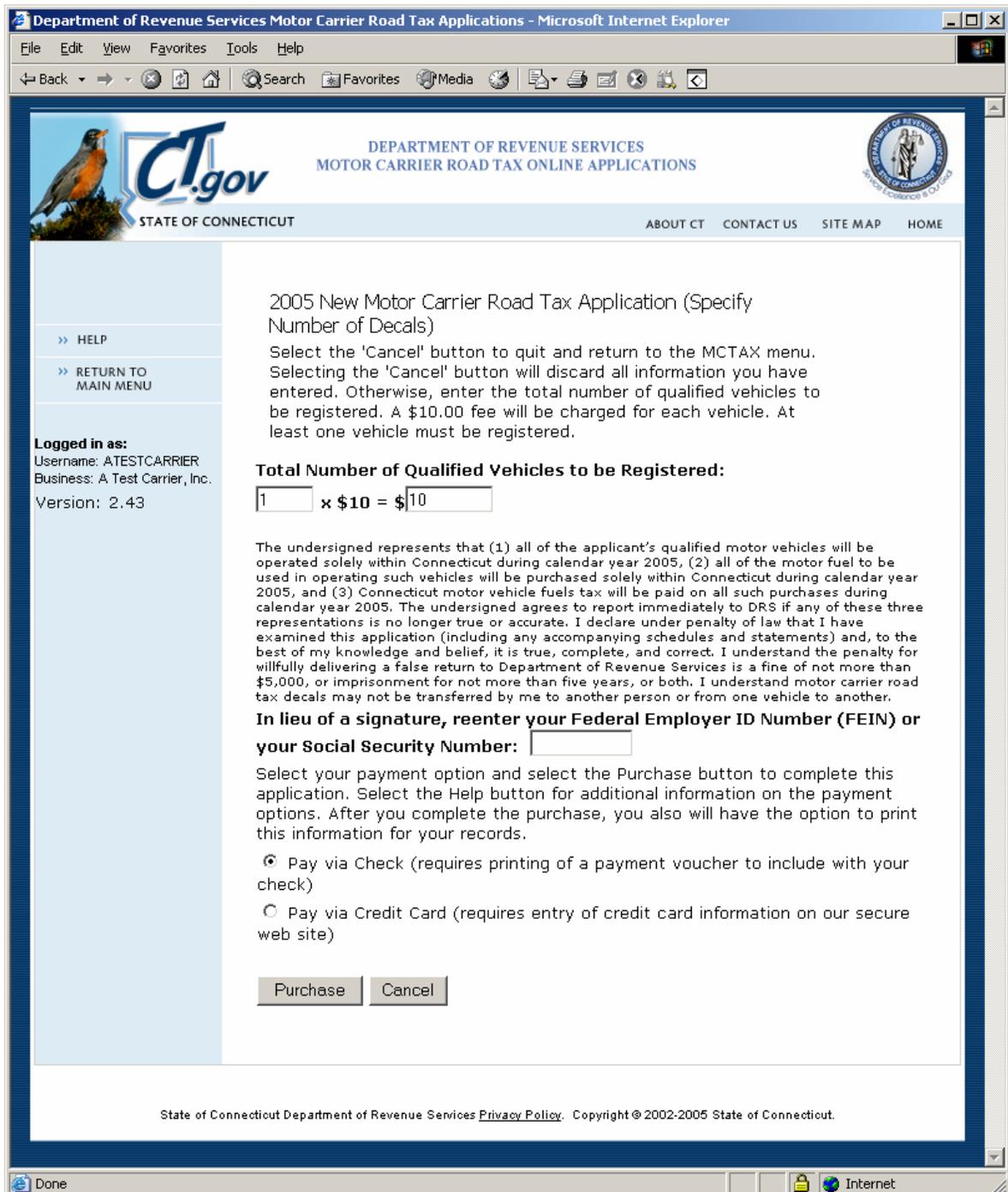
■ 3.5 Applying for New MCTAX Decals - Purchase Page

After confirming that the information is correct, the user will enter the number of decals they wish to receive. When the user enters the number of decals, the fee displayed on the page will be updated to reflect the cost of those decals.

The user must reenter his/her Social Security Number or Federal Employer ID Number. This value should be the same as the value entered or displayed on the application page 1. The user's SSN or FEIN serves as an electronic signature for the application. The user should ensure the "Pay via Check" option is selected and click the "Purchase" button at the bottom of the page. If the user wants to cancel the application he/she should click the "Cancel" button. Figure 3.6 illustrates the Purchase Page for a New MCTAX Decal Application.

Note: Credit card option may be available for future releases. This option currently is not displayed.

Figure 3.6 Purchase Page for New MCTAX Decal Application



■ 3.6 Applying for New MCTAX Decals – Receipt Page

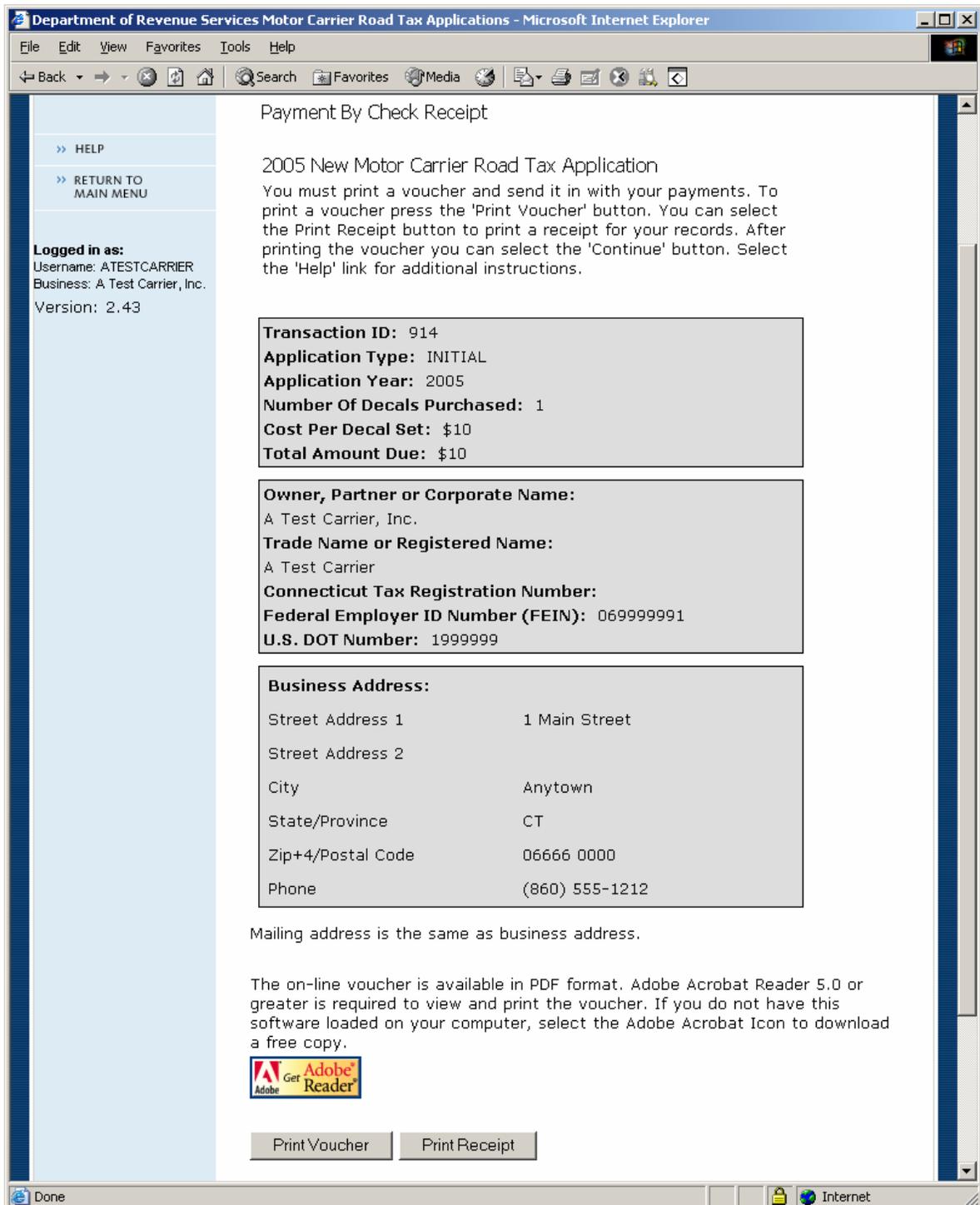
After confirming the purchase, a user has the following options:

- **Print Receipt** – Prints a copy of the receipt page for the user’s records;
- **Print Voucher** – Prints a voucher page, which must be mailed to the Connecticut Department of Revenue Services along with a check to complete the transaction; and
- **Continue** – Displays a message that notifies the user of the next steps in the process.

Users must print the payment voucher and submit it along with a check for the correct amount. Printing of the payment receipt is optional.

After clicking the “Continue” button, a final page will be displayed informing the user that they should update their CVO Credentialing System profile with their Connecticut Tax Registration Number when it is received. The user should click “Finish” to complete the application and return to the MCTAX menu. Figure 3.7 illustrates the Receipt Page for a New MCTAX Decal Application.

Figure 3.7 Receipt Page for New MCTAX Decal Application



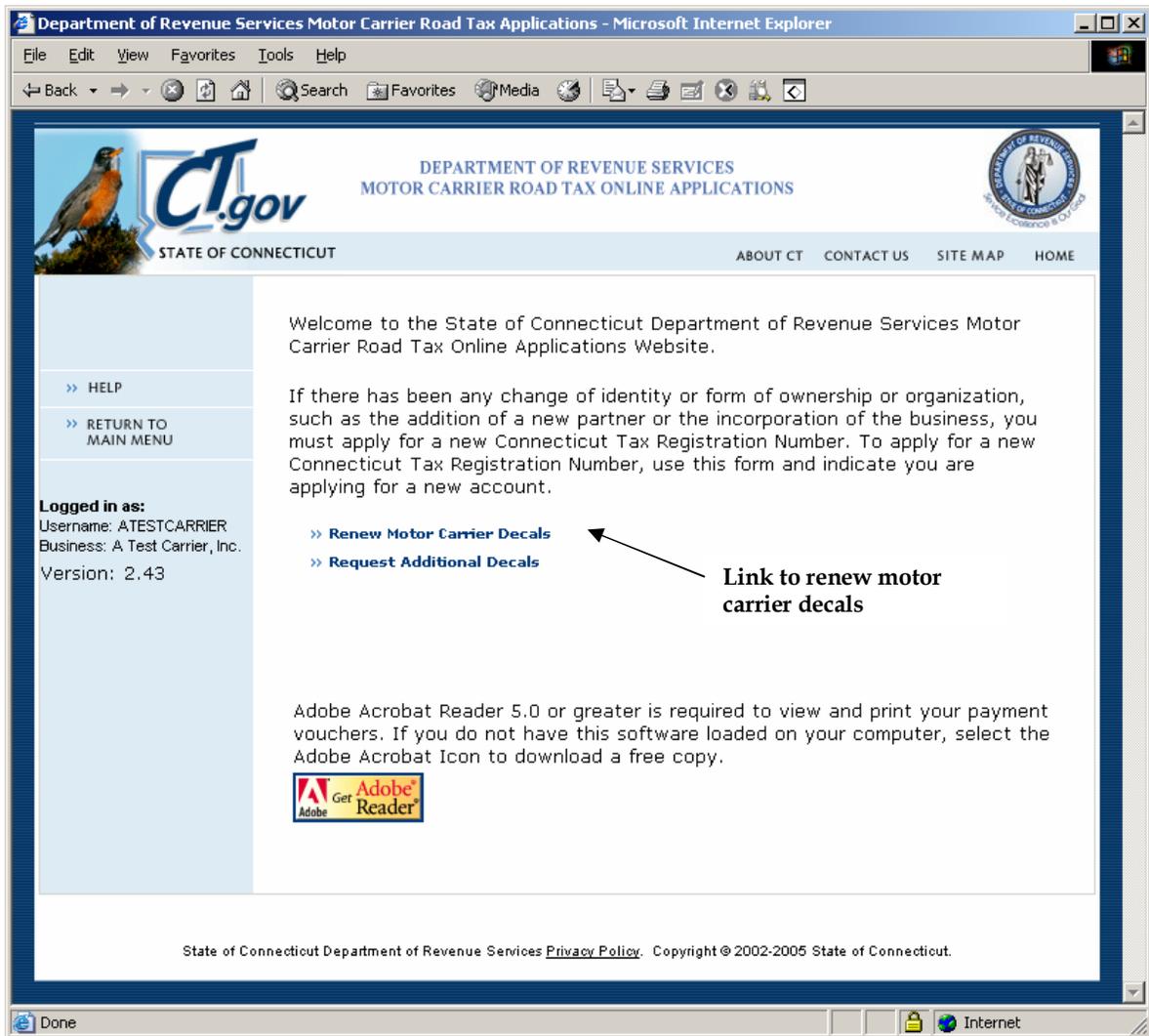
4.0 Renewing MCTAX Decals

To renew MCTAX decals, a user should click the “Renew Motor Carrier Decals” link as shown in Figure 4.1. This action will display a one-page data entry form as illustrated in Figure 4.2. The form will be pre-populated with the company information from the user’s CVO Credentialing System profile. The user should review the pre-populated information to ensure its accuracy and correct any information that is inaccurate.

If the FEIN/SSN and Tax Registration Number are available from the CVO Credentialing System profile, then these values cannot be changed on the MCTAX application.

On every page, required fields are indicated by an asterisk (*) next to the field name.

Figure 4.1 MCTAX Main Menu Page



■ 4.1 MCTAX Decal Renewal – Data Entry Page

If the user wishes to enter a different mailing address, he/she can uncheck the appropriate box and enter this information.

At the bottom of the page are two buttons:

- **Review Application** – Displays the confirmation page; and
- **Cancel** – Discards the application and returns the user to the MCTAX menu.

Figure 4.2 illustrates the data entry form for MCTAX decal renewal.

Figure 4.2 Data Entry Form for MCTAX Decal Renewal

The screenshot shows a web browser window titled "Department of Revenue Services Motor Carrier Road Tax Applications - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The page header includes the "CT.gov" logo, the text "DEPARTMENT OF REVENUE SERVICES MOTOR CARRIER ROAD TAX ONLINE APPLICATIONS", and the "STATE OF CONNECTICUT" logo. Navigation links for "ABOUT CT", "CONTACT US", "SITE MAP", and "HOME" are present.

The main content area is titled "2005 Motor Carrier Road Tax Renewal (page 1 of 1)". It contains the following text: "Review the following form and make any necessary changes. Select the 'Review Application' button to proceed to the next page. Select the 'Cancel' button at any time to quit and return to the MCTAX menu. Selecting the 'Cancel' button will discard any information you have entered. Select the 'Help' link at any time for additional instructions."

On the left side, there is a sidebar with links for "HELP" and "RETURN TO MAIN MENU". Below these links, it says "Logged in as: Username: ATESTCARRIER Business: A Test Carrier, Inc. Version: 2.43".

The form itself is divided into two main sections: "Carrier Information" and "Physical Location Of Business".

Carrier Information

- Owner, Partner, or Corporate Name *: A Test Carrier, Inc.
- Trade Name or Registered Name If Different from Above: A Test Carrier
- Connecticut Tax Registration Number: 9999991000
- Federal Employer ID Number (FEIN): 06-9999991
- US DOT Number: 1999999

Physical Location Of Business

(PO Box Is Not Acceptable)

- Street Address 1 *: 1 Main Street
- Street Address 2: [Empty]
- City *: Anytown
- State/Province *: Connecticut
- Zip+4/Postal Code *: 06666 0000
- Phone *: (860) 555-1212

Below the form, there is a checkbox labeled "Check here if your Mailing Address is the same as above" which is checked. At the bottom of the form, there are two buttons: "Review Application" and "Cancel".

■ 4.2 MCTAX Decal Renewal – Confirmation Page

Users will be able to review the information provided on the application as shown in Figure 4.3. If the information is correct, the user should click the “Confirm” button at the bottom of the page. If the information is incorrect, the user should click the “Change” button at the bottom of the page. The user will be directed back to the data entry page and will be able to correct information as needed. If the user wishes to cancel the application, he/she should click the “Cancel” button at the bottom of the page.

Figure 4.3 Confirmation Page for MCTAX Decal Renewal



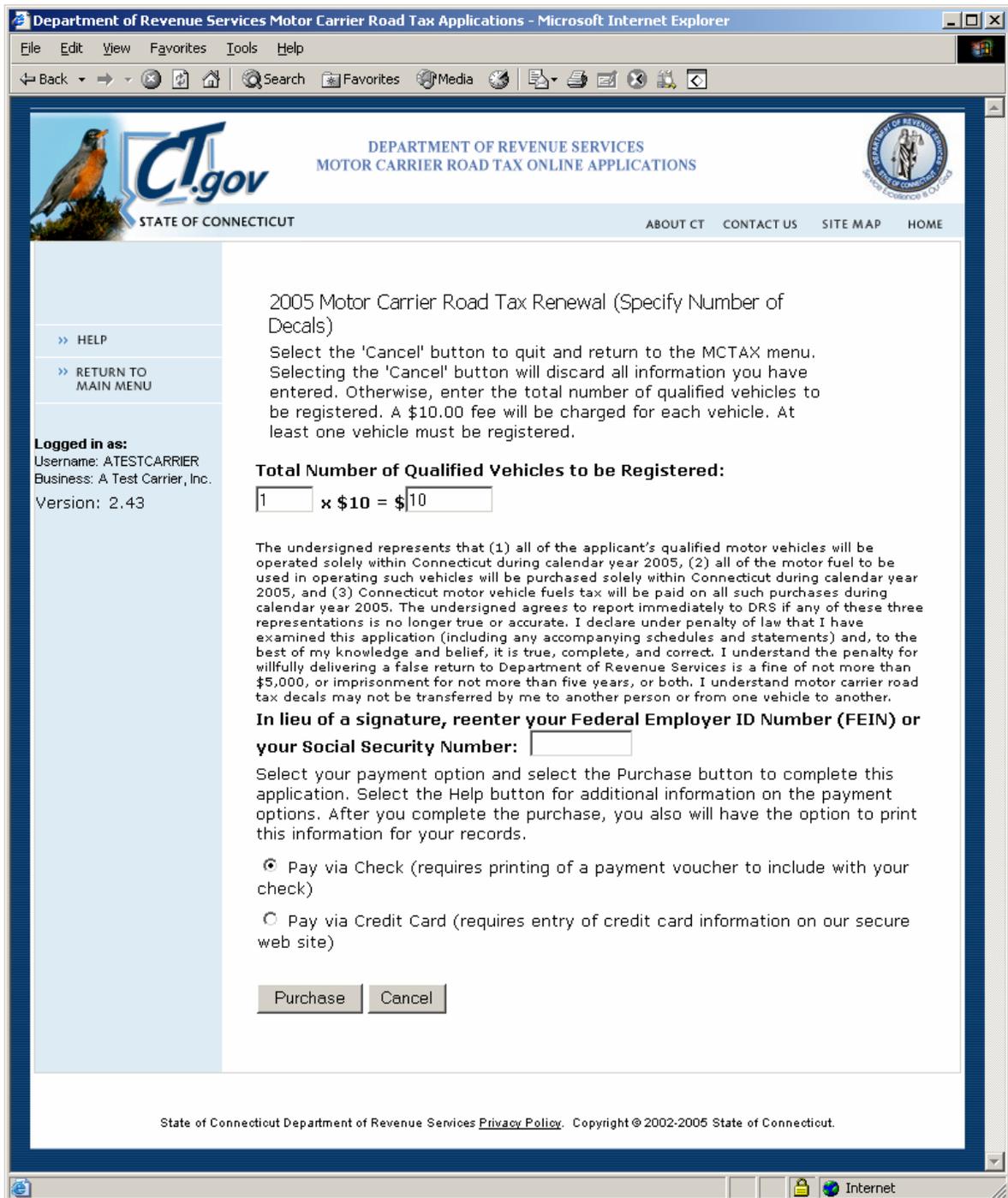
■ 4.3 MCTAX Decal Renewal – Purchase Page

After confirming that the information is correct, the user will enter the number of decals they wish to receive. When the user enters the number of decals, the fee displayed on the page will be updated to reflect the cost of those decals.

The user must reenter his/her Social Security Number or Federal Employer ID Number. This value should be the same as the value entered or displayed on the application. The user's SSN or FEIN serves as an electronic signature for the application. The user should ensure the "Pay via Check" option is selected and click the "Purchase" button at the bottom of the page. If a user wants to cancel the application he/she should click the "Cancel" button. Figure 4.4 illustrates the Purchase Page for Decal Renewal.

Note: Credit card option may be available for future releases. This option currently is not displayed.

Figure 4.4 Purchase Page for MCTAX Decal Renewal



■ 4.4 MCTAX Decal Renewal – Receipt Page

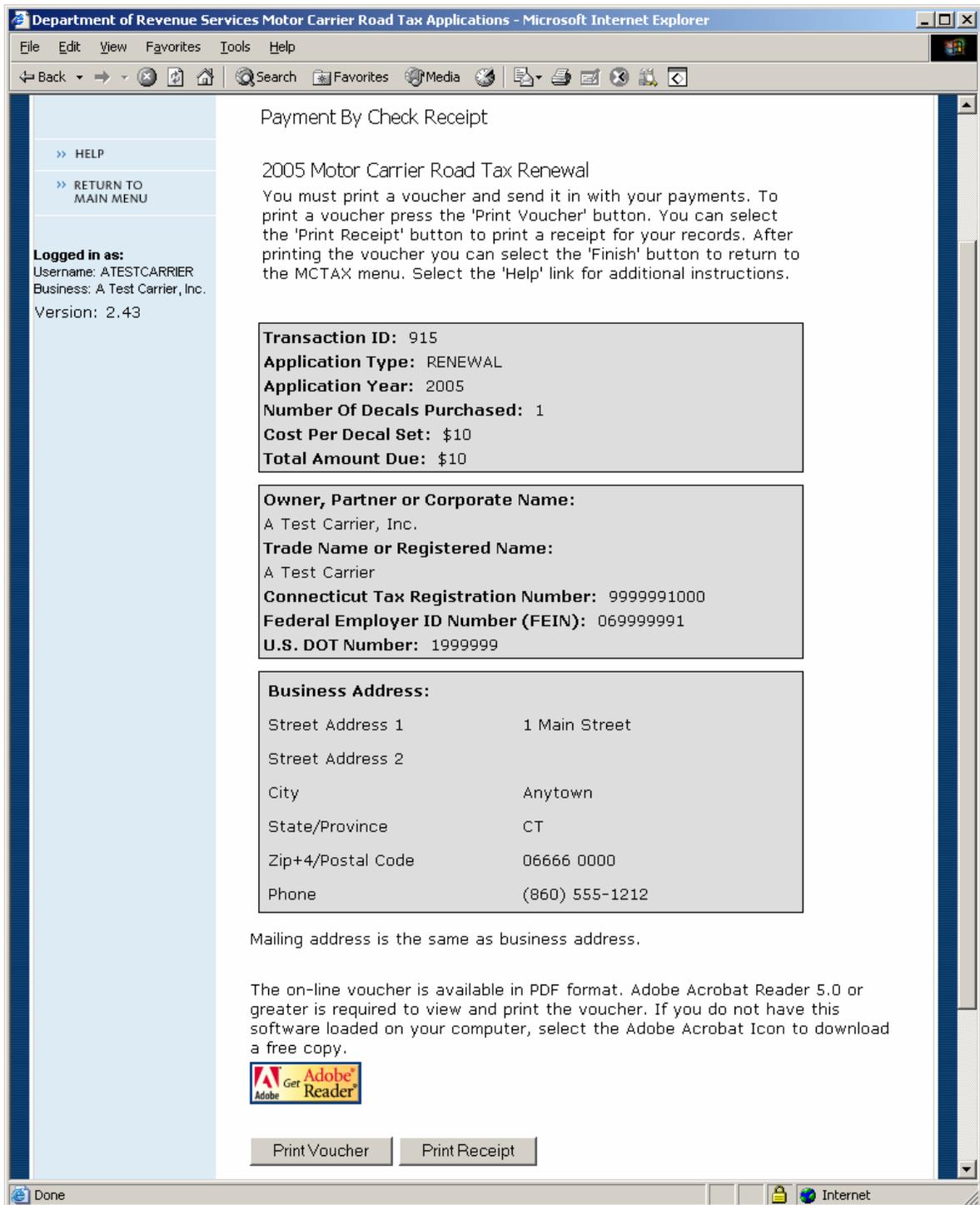
After confirming the purchase, the user will have the following options:

- **Print Receipt** – Prints a copy of the receipt page for the user’s records;
- **Print Voucher** – Prints a voucher page, which must be mailed to the Connecticut Department of Revenue Services along with a check to complete the transaction; and
- **Finish** – Returns a user to the MCTAX menu.

Users must print the payment voucher and submit it along with a check for the correct amount. Printing of the payment receipt is optional.

Figure 4.5 illustrates the Receipt Page for MCTAX Decal Renewal.

Figure 4.5 Receipt Page for MCTAX Decal Renewal



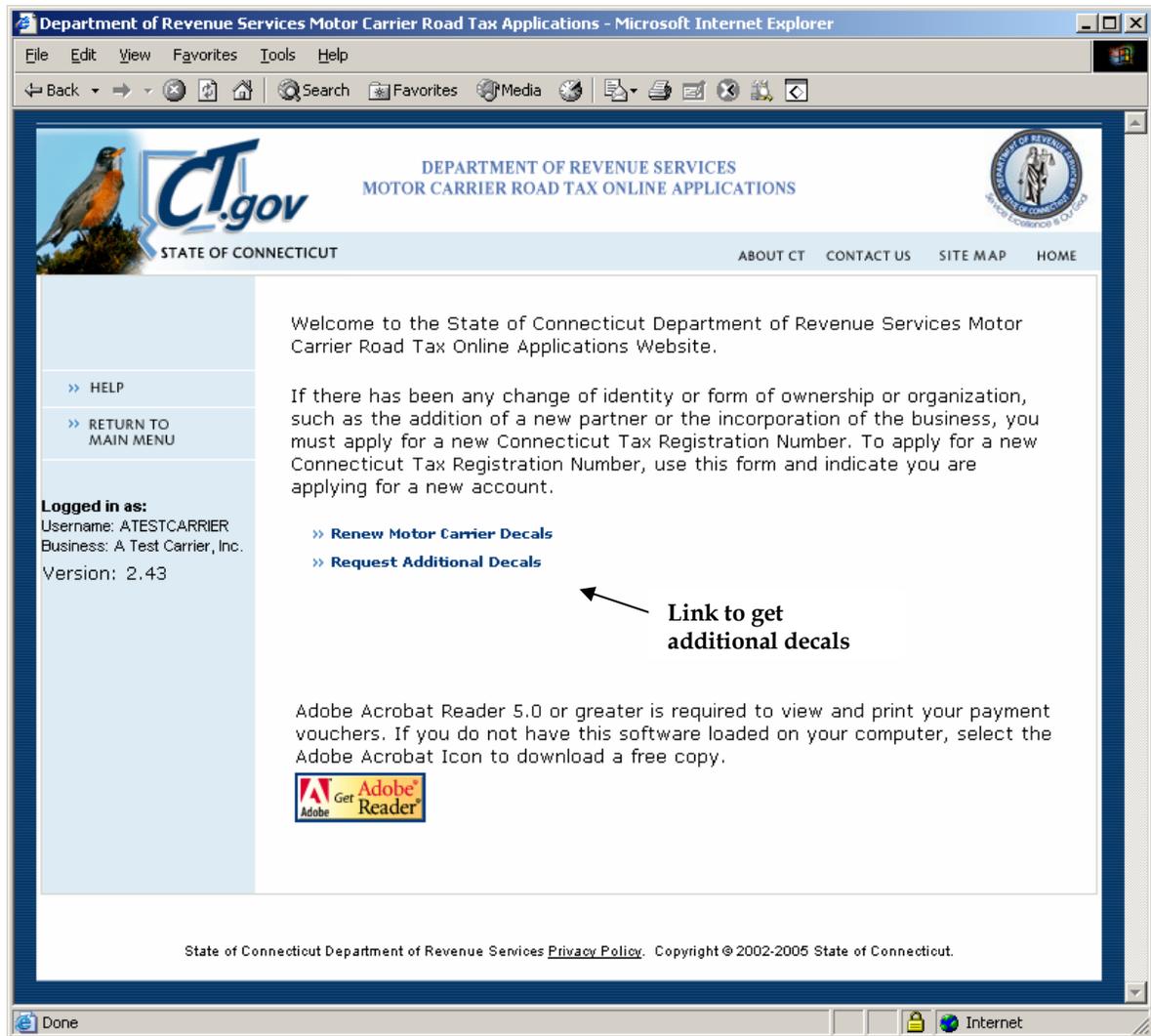
5.0 Requesting Additional MCTAX Decals

To request additional decals, the user should select the “Request Additional Decals” link as shown in Figure 5.1. This action will display a one-page data entry form as illustrated in Figure 5.2. The form will be pre-populated with the company information from the user’s CVO Credentialing System profile. The user should review the pre-populated information to ensure its accuracy and correct any information that is inaccurate.

If the FEIN/SSN and Tax Registration Number are available from the CVO Credentialing System profile, then these values cannot be changed on the MCTAX application.

On every page, required fields are indicated by an asterisk (*) next to the field name.

Figure 5.1 MCTAX Main Menu Page



■ 5.1 Additional MCTAX Decals – Data Entry Page

If the user wishes to enter a different mailing address, he/she can uncheck the appropriate box and enter this information.

At the bottom of the page there are two buttons:

- **Review Application** – Displays the confirmation page; and
- **Cancel** – Discards the application and returns the user to the MCTAX menu.

Figure 5.2 illustrates the data entry form to request additional MCTAX decals.

Figure 5.2 Data Entry Page to Request Additional MCTAX Decals

The screenshot shows a web browser window titled "Department of Revenue Services Motor Carrier Road Tax Applications - Microsoft Internet Explorer". The page header includes the "CT.gov" logo and "DEPARTMENT OF REVENUE SERVICES MOTOR CARRIER ROAD TAX ONLINE APPLICATIONS". A navigation menu contains "ABOUT CT", "CONTACT US", "SITE MAP", and "HOME".

The main content area is titled "2005 Additional Motor Carrier Road Tax Decals (page 1 of 1)". It contains the following text: "Review the following form and make any necessary changes. Select the 'Review Application' button to proceed to the next page. Select the 'Cancel' button at any time to quit and return to the MCTAX menu. Selecting the 'Cancel' button will discard any information you have entered. Select the 'Help' link at any time for additional instructions."

On the left side, there are links for "HELP" and "RETURN TO MAIN MENU". Below these, it says "Logged in as: Username: ATESTCARRIER, Business: A Test Carrier, Inc., Version: 2.43".

The form itself is titled "Carrier Information" and includes the following fields:

- Owner, Partner, or Corporate Name *: A Test Carrier, Inc.
- Trade Name or Registered Name If Different from Above: A Test Carrier
- Connecticut Tax Registration Number: 9999991000
- Federal Employer ID Number (FEIN): 06-9999991
- US DOT Number: 1999999

Below this is the "Physical Location Of Business" section, with a note "(PO Box Is Not Acceptable)". It includes the following fields:

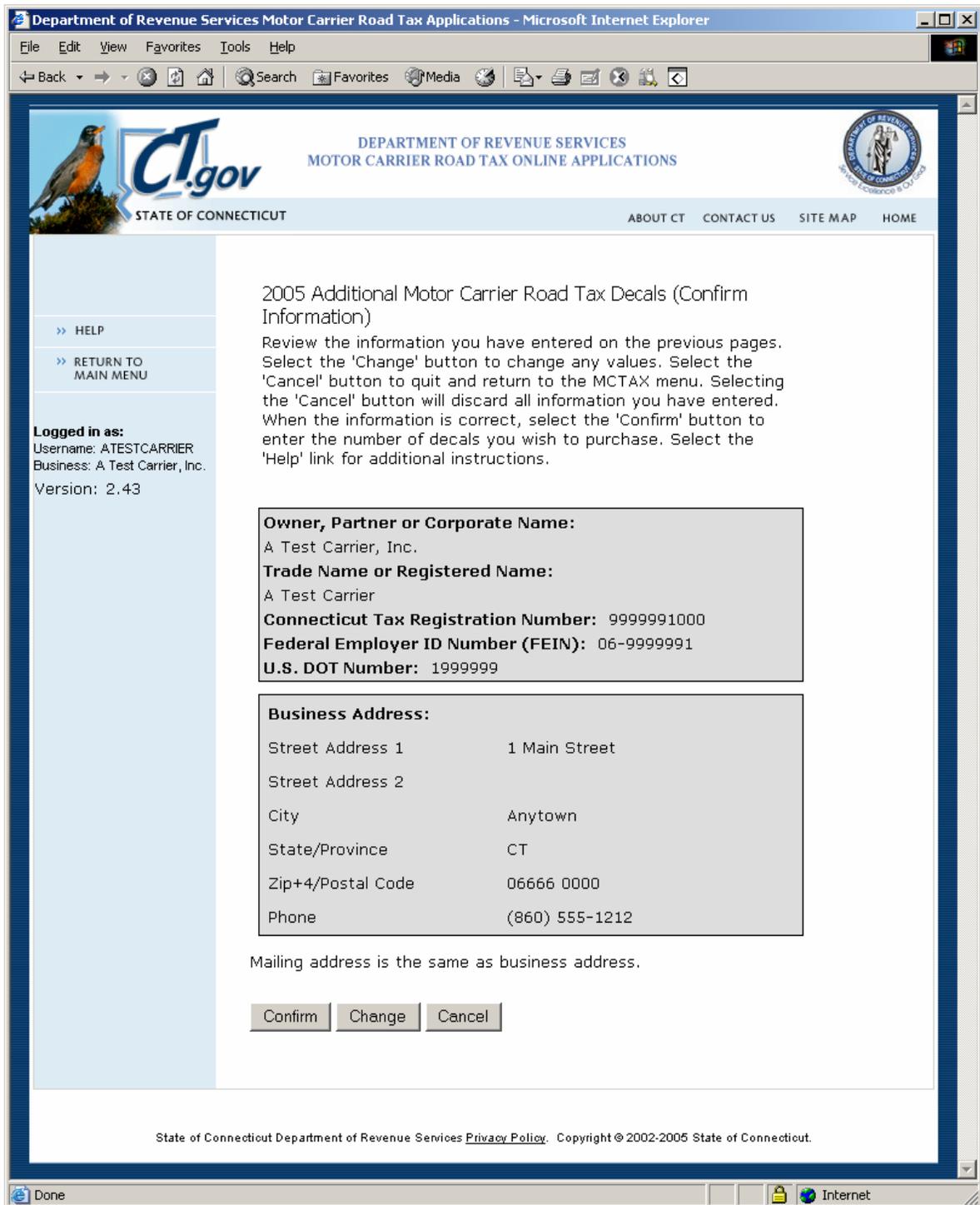
- Street Address 1 *: 1 Main Street
- Street Address 2: (empty)
- City *: Anytown
- State/Province *: Connecticut
- Zip+4/Postal Code *: 06666 0000
- Phone *: (860) 555-1212

At the bottom of the form, there is a checkbox labeled "Check here if your Mailing Address is the same as above" which is checked. Below the checkbox are two buttons: "Review Application" and "Cancel".

■ 5.2 Additional MCTAX Decals – Confirmation Page

Users will be able to review the information provided on the application as shown in Figure 5.3. If the information is correct, the user should select the “Confirm” button at the bottom of the page. If the information is incorrect, the user should select the “Change” button at the bottom of the page. The user will be directed back to the data entry page and will be able to correct information as needed. If the user wishes to cancel the application, he/she should select the “Cancel” button at the bottom of the page.

Figure 5.3 Confirmation Page for Additional MCTAX Decals



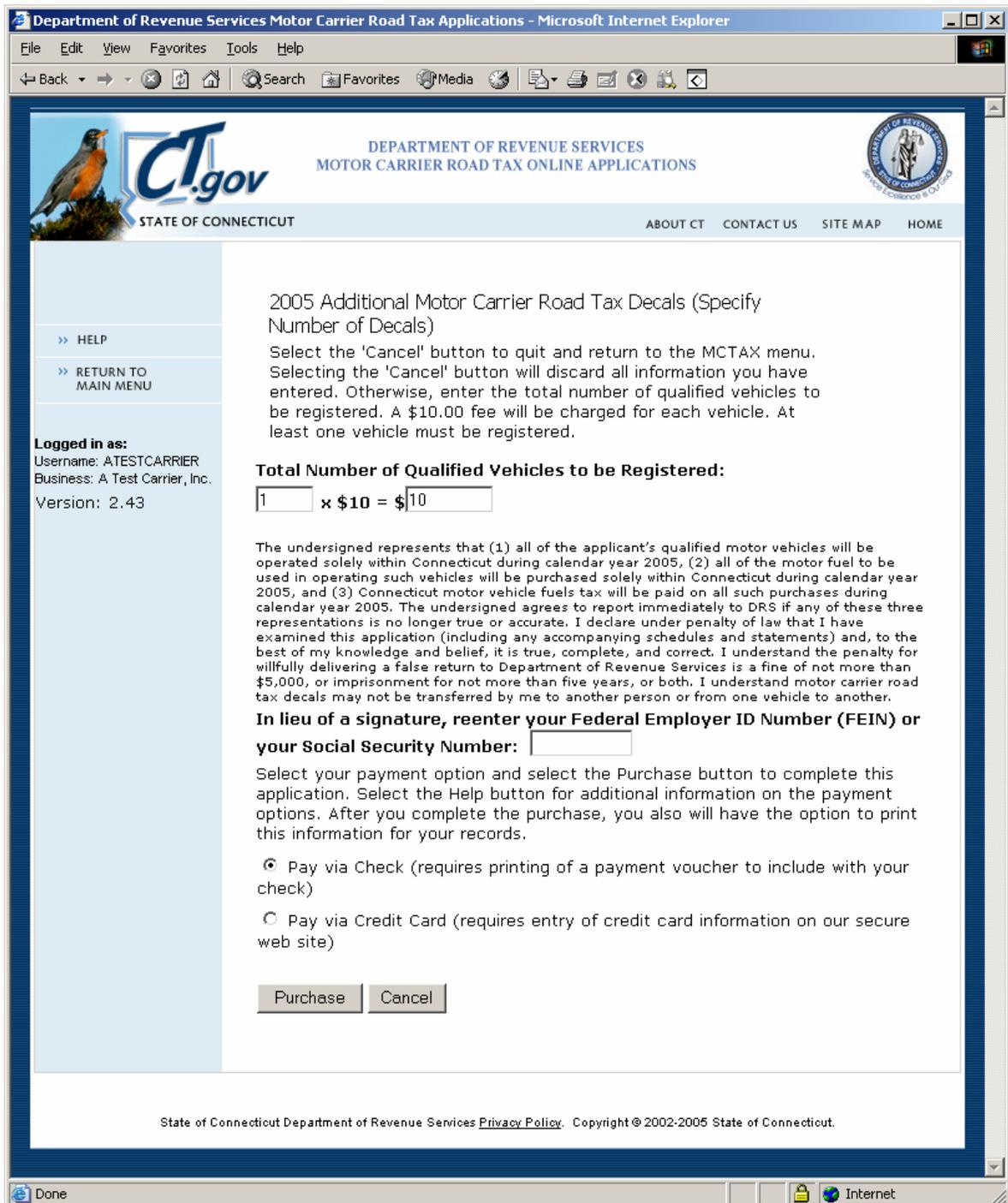
■ 5.3 Additional MCTAX Decals – Purchase Page

After confirming that the information is correct, the user will enter the number of decals they wish to receive. When the user enters the number of decals, the fee displayed on the page will be updated to reflect the cost of those decals.

The user must reenter his/her Social Security Number or Federal Employer ID Number. This value should be the same as the value entered or displayed on the application. The user's SSN or FEIN serves as an electronic signature for the application. The user should ensure the "Pay via Check" option is selected and click the "Purchase" button at the bottom of the page. If a user wants to cancel the application he/she should select the "Cancel" button. Figure 5.4 illustrates the Purchase Page for Additional MCTAX Decals.

Note: Credit card option may be available for future releases. This option currently is not displayed.

Figure 5.4 Purchase Page for Additional MCTAX Decals



■ 5.4 Additional MCTAX Decals – Receipt Page

After confirming the purchase, the user will have the following options:

- **Print Receipt** – Prints a copy of the receipt page for the user’s records;
- **Print Voucher** – Prints a voucher page, which must be mailed to the Connecticut Department of Revenue Services, along with a check to complete the transaction; and
- **Finish** – Returns the user to the MCTAX menu.

Users must print the payment voucher and submit it along with a check for the correct amount. Printing of the payment receipt is optional.

Figure 5.5 illustrates the Receipt Page for Additional MCTAX Decals.

Figure 5.5 Receipt Page for Additional MCTAX Decals

