WASHINGTON STATE DEPARTMENT OF LICENSING

Special Fuel Importer Tax Return Instructions

Tax returns are due on or before the 25th day of the month following the end of the reporting period. The postmark on the mailing envelope is used as the receipt date. Returns postmarked after the due date will be assessed a penalty of 10% of the tax due. If postmarked after the end of the month, interest accumulates at 1% per month.

Required attachments

- Fuel Tax Receipts Schedule (Form FT-441-846), fill one out for each schedule type and product code.
- Fuel Tax Disbursements Schedule (Form FT-441-841), fill one out for each schedule type and product code.

If applicable,

- IFTA Authorization Schedule of Disbursements (Form FT-441-779)

Computer generated forms will be accepted as long as the format is identical to ours.

Step 1:

A. Enter reporting period year, month, and your Importer license number.

B. Place an "X" in each box that applies:

No Operations: Even if you had no activity during the reporting period, you must file a return to avoid revocation of your license.

Late Returns: When filing a late return, you must include the penalty and interest.

Amended Return: Report changes for a previous tax period with an amended tax return. Mark "Amended Return" in Section B. Record any payments made with the original tax return on line 9 and continue filling out the return. Attach supporting documentation of changes with your amended return.

Name Change: Provide your current business name. If you purchased or incorporated your business, a new application for license must be completed.

New Address: Provide physical and mailing addresses.

Cancel License and Effective Date: The effective date is the date you stopped business operations. Tax returns must be filed through this date and taxes paid on remaining inventory.

C. **Name and Address:** Type or print your business name and address.

Step 2: Turn to page 2 of the tax return – Round all reported fuel to the nearest whole gallon and convert liters to gallons at the rate of 3.785 liters per gallon. Do not use negative figures on the Receipt schedule or the Disbursement schedule.

Receipts Schedule Non-Dyed
The Receipts Schedule (Form FT-441-846) documents all fuel received and produced.

Disbursement Schedule Tax Exempt Non-Dyed
The Disbursement Schedule (Form FT-441-841) records all tax exempt fuel sold and exported.

Dyed Special Fuel
Do not include rebranded fuel in this section.

Step 3: Return to page 1.

Line 1. Enter your non-dyed fuel received total from the Receipts schedule on page 2 of the tax return below R5.

Line 2. Enter tax exempt gallons distributed. The total is on the Disbursement schedule on page 2 of the tax return below D11.

Line 3. Line 1 minus line 2. This your taxable gallons.

Line 4. The amount listed on line 3 will be multiplied by the tax. List this total on line 4.

Line 5. To compute your penalty, multiply line 4 by 10% and enter this amount on line 5. See example on Line 7.

Line 6. Add line 4 to line 5

Line 7. If you are paying after the first of the month, following the due date, you owe interest. To get your total, multiply the amount owing each month by 1%. This is your compounded interest amount.

Example: You owe $100 and your payment is two months late, you incur a 10% penalty
$100 x 10% = $110 (penalty plus tax)
$110 x 1% = $111.10 (tax, penalty, and interest for the first month);
$111.10 x 1%= $112.21 (tax, penalty, interest for the 1st month, and interest for the 2nd month) total due.

Line 8. Add line 6 to line 7.

Line 9. If you are filing an amended return, enter all payments you have made for this reporting period.

Line 10. If Line 8 minus line 9 is greater than zero, this is the amount owed.

Line 11. If Line 8 minus line 9 is less than zero, this is the refund amount.

Signature required

Sign, date, include title, and phone number of the person authorized to sign the tax return.

Payments

- Make checks payable to Department of Licensing in U.S. funds.
- All payments of $50,000 or greater must be made in electronic funds (EFT). If you are using this method, place an “X” in the EFT box and payment must be made on or before the 26th of the month. If the 26th falls on a weekend or legal holiday pay by the next business day.

Questions

Contact us at (360) 664-1852

Records

Records must be kept for five years for all special fuel received, produced, sold, distributed, or used for own consumption. These include invoices, bills of lading, and other papers. Information may be disclosed to the Internal Revenue Service.

We are committed to providing equal access to our services.
If you need accommodation please call (360) 664-1852 or TTY (360) 664-0116.